Greetings,

Per occasionally circulated university regulations regarding the proper use of computing resources, and in preparation for receiving permission to use MAMTA, we see fit to stress that the code given to you for the use of MAMTA is intended for you, to be used to perform your job only. You are not to transfer it to another user, including superiors, underlings or colleagues performing your tasks (any employee who is supposed to use MAMTA must request and receive a separate personal code).

To receive permission, please fill out your details and sign the user declaration below. The form must also be signed by the Unit Manager / Assistant Unit Manager and then forwarded to me via email or fax.

 Orli Shapirah

 Information Security – Academic Student Management System

Fax: 9878 email: orlis@tauex.tau.ac.il

 **MAMTA Usage Permission Request**

**User declaration:**

Surname: \_\_\_\_\_\_\_\_\_\_ First Name: \_\_\_\_\_\_\_\_\_\_ Username: \_\_\_\_\_\_\_\_\_\_\_\_

ID number: 🞏🞏🞏🞏🞏🞏🞏🞏-🞏

Division/Faculty: \_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Section: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Role/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby declare and am obliged to use the computing resources allocated to me by the university in accordance with the following conditions:

1. To use the computing resources only for work done for the university, adhering to the laws of the State of Israel and university regulations, including any order from the university regarding the use of its name and emblem; including copyright and general laws occasionally published by the manager of the Information Technology and Computing Department.

Without infringing upon the generality of the above-mentioned, any use of the computing services for commercial or political needs is prohibited.

1. To maintain secrecy regarding any information (not including public information) that reaches me while using the university’s computing resources and data, including personal information, as defined in the Privacy Protection Act.
2. That I am aware my university code and password are confidential and personal, and I will be held liable for any use made of them; also, any software owned by the university is to be used only for the university, and any other use will be considered copyright infringement.
3. That I am also hereby committed to not using a code I am unauthorized to use, or computing resources I have not been directly instructed to use.
4. In case of suspected use contradicting said statement, the university is allowed to take **all legal means at its disposal** as well as inspections, in order to make sure the code and computing resources have been used properly.
5. According to the information at its disposal, the university is allowed to **immediately** discontinue the computer code suspected of being misused or which does not fit university protocols **and/or the laws of the State of Israel**, for as long as necessary to make an inquiry and/or transfer it to the proper authorities.

The entity that authorizes the blocking of the computer code is the Chair and/or the head of the Information Technology and Computing Department, or anyone on their behalf.

I hereby sign as proof:

Unit Authorization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date: \_\_\_/\_\_\_/\_\_\_\_\_\_

Attach detailed request from the unit for the purpose of access to the various systems.

Permissions for department/s: 🞏🞏🞏🞏 🞏🞏🞏🞏 🞏🞏🞏🞏

 🞏🞏🞏🞏 🞏🞏🞏🞏 🞏🞏🞏🞏
 🞏🞏🞏🞏 🞏🞏🞏🞏 🞏🞏🞏🞏

Degree: 🞏BA 🞏Ms 🞏PhD 🞏Certificate 🞏MD 🞏Teaching Certificate

User for Travel Forms: 🞏Department 🞏Faculty 🞏Department & Faculty (Please only check one)

Bidding Permissions: 🞏

Statist Rejection permissions: 🞏 Focus Permissions: 🞏

Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Replaces User: \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

 First Name Surname Username ID number