

## USER AUTHORIZATION ONLINE POSITION DESCRIPTION AND RECRUITMENT SYSTEM (OPDRS)

|   |                    |               |                                     |
|---|--------------------|---------------|-------------------------------------|
| Employee Name (first, middle initial, last) |                    | WSU ID        |                                     |
| Employee Email Address                      | Employee Telephone | Work Location | Campus Zip                          |
| Employee Department Name/Number             |                    | Area #        | Department Contact (Name/Telephone) |

### Appropriate Use Statement

*I understand I am responsible for respecting the confidentiality of information accessed via computer information systems. I understand that this information is to be used for official university purposes only. Misuse of systems information can result in termination of employment or other disciplinary actions. The security of information is provided for by federal and state laws and University regulations (see BPPM 90.05, 90.06, and 90.07, and Executive Policy Manual EP8).*

*I understand I am responsible for safeguarding my assigned password. I will not share my password with others. I will store passwords in secure locations. I will contact Information Technology if I suspect that my password has been compromised.*

*I understand unauthorized access to and/or unauthorized use of the University's computer systems or electronic databases may constitute criminal acts under RCW 9A.48.070-.100 and RCW 9A.52.110-.130.*

**I have read and understand the above statement.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee signature is **NOT** required to terminate access.

| Add                      | Update                   | Delete                   | User Type (select only one user type)   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hiring Manager (Create Position Descriptions and Job Postings)  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Personnel Administrator (Create/Review Position Descriptions and Job Postings)  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Appointing Authority (Approve Position Descriptions and Job Postings. Must have delegated Appointing Authority access-see BPPM 60.10) |

List all Area #(s)/Department Name(s) access is needed for:

*Authorization is valid while employee is within the organization specified or until revoked by appropriate department personnel.*

|  |           |      |
|--|-----------|------|
| Area Finance Officer/Appointing Authority ( <i>Print</i> ) | Signature | Date |
| Email Address  | Telephone |      |

Route completed form to Human Resource Services, Mail Code 1014.

Questions can be directed to Human Resource Services, 509-335-4521 or [hrs@wsu.edu](mailto:hrs@wsu.edu)