

**MANAGEMENT AUTHORIZATION REQUEST  
WSU ONLINE LEARNING SYSTEM**

This form is required to view employee training records and assign select courses.

Employee Name	WSU ID Number
Employee Email	Employee Phone Number
Home Department Name	Home Department Number
<p><b>Appropriate Use Statement</b></p> <p>I understand that 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 Business Policies and Procedures Manual (BPPM) <a href="#">90.05</a>, <a href="#">90.06</a>, and <a href="#">90.07</a>, and <a href="#">Executive Policy Manual EP8</a>).</p> <p>I understand that 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 Services if I suspect that my password has been compromised.</p> <p>I understand that unauthorized access to and/or unauthorized use of the University's computer systems or electronic databases may constitute criminal acts under Revised Code of Washington (RCW) <a href="#">9A.48.070-.100</a> and RCW <a href="#">9A.52.110-.130</a>.</p>	
<p><b>Department Training Record Access</b> Home department(s) of the employees whose training records will be accessible by this training manager</p>	
Department Name	Department Number
<p><b>Employee Declaration</b> I understand by signing below I am attesting I have read, understand will abide by the above the above statements.</p>	
Employee Signature	Date

<p><b>Appointing Authority Name (Please Print):</b></p>	
Appointing Authority Signature	Date

Return the completed form to Human Resource Services - Learning & Organizational Development.  
[hrstraining@wsu.edu](mailto:hrstraining@wsu.edu)

Human Resource Services Use	
Processed By	Date