



Establish a UUID (Universal User ID) with Client Services before submitting this request. Contact the Help Desk at (901) 678-8888 for account setup information.

**USER REQUEST**

Add TOUCHNET User

Delete TOUCHNET User

Modify TOUCHNET Access

**ACCESS TYPE REQUESTED**

Cashier

Cashier Supervisor

Marketplace

Bill and Payment

Other

Last Name:

First Name:

Middle Name:

UUID (Universal User ID):

UID (U-number):

Department:

Job Title:

Office Phone #:

Building / Room #:

I understand that it is my responsibility to ensure compliance with University Policy to provide adequate segregation of duties when users have access to both Accounts Receivable and Cash Handling.

Authorizing Official's Name (print):

Authorizing Official's Signature: \_\_\_\_\_

**OFFICE USE ONLY**

UUID verified: \_\_\_\_\_

Approved by: \_\_\_\_\_

User account created: \_\_\_\_\_

CASHIER

CASHIER SUPERVISOR

BILL & PAYMENT \_\_\_\_\_

MARKETPLACE \_\_\_\_\_

OTHER \_\_\_\_\_

Account created by: \_\_\_\_\_

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

TouchNet - Acknowledgement of Responsibility As an employee of The University of Memphis (or acting as an agent of the University), I am aware that the data and materials to which I may have access are to be treated in a professional and confidential manner. I agree herein, as a consideration of my employment, that I will not disclose or cause to be disclosed any such confidential information gained in the course of my employment at any time. Such information includes, but is not limited to, student data to which I have access. I certify that I am aware of and have read the University Procedure entitled "Privacy of Education Records" which covers the confidentiality of student records, the improper release of information, and the improper alteration or destruction of student records. I further understand that I am responsible for reading and complying with all requirements of this procedure. I understand that it is my responsibility to safeguard the confidentiality of my password to TouchNet and that the TouchNet system is for my exclusive use in carrying out my responsibilities at The University of Memphis. Access is not to be shared with any other person. Furthermore, information derived from TouchNet is not to be shared with others except in the course of authorized University business. I am aware that any breach of the confidentiality of this material or any abuse of my position, including but not limited to alteration of records, destruction of records or other similar acts, may result in disciplinary action and may constitute a basis for termination of employment.

New User's Signature: \_\_\_\_\_

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