

Employees – Student Administration Confidentiality/Security Agreement Form (DocuSign)

[Steps for Requestor](#)

Step 1: Fill out the PowerForm Signer Information with the appropriate names and email addresses.

- Access Requestor = The user requesting Student Administration access.
- Access Requestor Supervisor = Supervisor of the requestor.

Click “Begin Signing” once all fields are filled out.

PowerForm Signer Information

Access to the Student Administration system is available to users who support official university business. Staff, Faculty, and Student Assistants may request administrative access to the student system by reviewing and completing the required security forms.

Please fill in your name and email and your supervisor's name and email. After you review and sign the form, it will be emailed to your supervisor for approval.

If you have any questions, please contact: SAAccess.eSignature@csulb.edu

Please enter your name and email to begin the signing process.

Your Role:
Access Requestor *

Your Name:

Your Email:

Please provide information for any other signers needed for this document.

Role:
Access Requestor Supervisor

Name:

Email:

Step 2: Click the checkbox to agree to use electronic records and signatures and then click "Continue".

Please Review & Act on These Documents

SAAccess eSignature
California State University, Long Beach

Access to the Student Administration system is available to users to support official university business. Staff, Faculty, and Student Assistants may request administrative access to the student system by reviewing and completing the required [View More](#)

Please read the [Electronic Record and Signature Disclosure](#).
 I agree to use electronic records and signatures.

CONTINUE OTHER ACTIONS ▾

Step 3: Fill out the required fields as indicated by the red boxes on pages 1 and 2.

DocuSign Envelope ID: 79F889FA-B74B-41A2-8650-7E570A973101

SASCONF

LONG BEACH STATE UNIVERSITY STUDENT ADMINISTRATION

123456789
Empl ID/BeachID

Student Administration Confidentiality/Security Agreement
Confidentiality of Student Records and Information Policy

Information contained in Student Resource records for CSULB students, employees, and alumni must be maintained in a confidential manner at all times.

As an employee of an office that has access to records in the PeopleSoft Student Administration system or from any other source, you are required to maintain this information in a confidential manner. The unauthorized access to, modification, deletion, or disclosure of information in the PeopleSoft Student System may compromise the integrity of the system or otherwise violate individual rights of privacy and/or constitute a criminal act.

An employee who violates this policy may be subject to disciplinary action up to and including dismissal from employment with CSULB.

Sally Smith / College of Business
 Employee Name (First Last) (Division/Department)

Sign ↓

11/5/2018

Employee Signature _____ Date _____
Academic Advisor College of Business

Position Title _____ Department _____

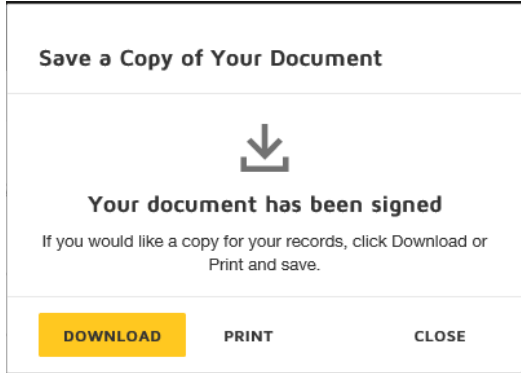
Step 4: Click “Sign” to electronically sign the form. If this is your first time signing a DocuSign form, you will have the option to adopt a signature style or draw your own signature. Click “Adopt and Sign” when done.

The image shows a DocuSign form with a 'Sign' button highlighted in a red box. The form fields are: Employee Signature (Academic Advisor), Date (11/5/2018), Position Title (Academic Advisor), and Department (College of Business). Below the form is a dialog box titled 'Adopt Your Signature' with a close button (X). The dialog box contains the text 'Confirm your name, initials, and signature.' and a list of required fields: 'Full Name*' (Sally Smith) and 'Initials*' (SS). There are two tabs: 'SELECT STYLE' (selected) and 'DRAW'. A preview area shows a signature 'Sally Smith' and initials 'SS' with a 'Change Style' link. At the bottom of the dialog box are two buttons: 'ADOPT AND SIGN' (highlighted in a red box) and 'CANCEL'. A legal disclaimer is present: 'By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.'

Step 5: Click “Finish” when done signing.



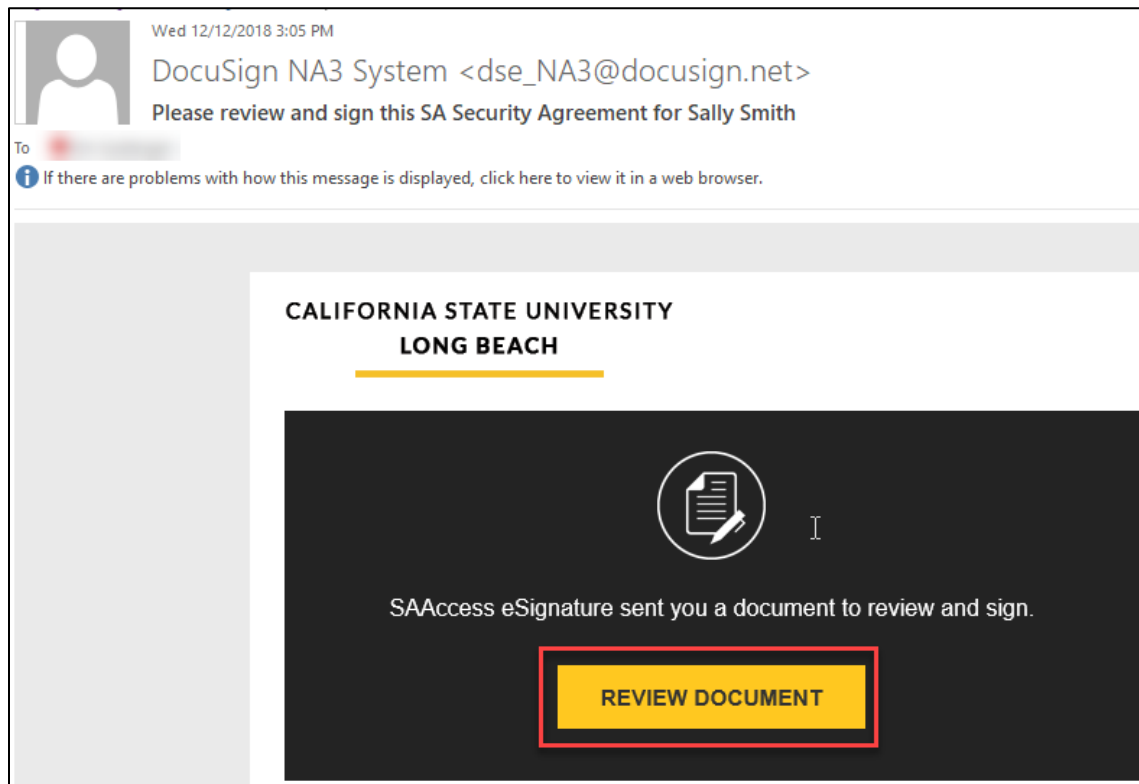
Step 6 (optional): If desired, download or print a copy of the form for your records. Otherwise, click “Close”.



The form will now route to the supervisor indicated on the PowerForm for their signature.

Steps for Supervisor

Step 1: The supervisor indicated on the PowerForm will receive an email notification advising a document requires their signature. The email subject line will have the name of the person the request is for. Click “Review Document” in the email.



Step 2: Click the checkbox to agree to use electronic records and signatures and then click “Continue”.

Please Review & Act on These Documents

SAAccess eSignature
California State University, Long Beach

Access to the Student Administration system is available to users to support official university business. Staff, Faculty, and Student Assistants may request administrative access to the student system by reviewing and completing the required

Please read the [Electronic Record and Signature Disclosure](#).
I agree to use electronic records and signatures.

CONTINUE OTHER ACTIONS ▾

Step 3: Click the “Sign” to electronically sign the form. If this is your first time signing a DocuSign form, you will have the option to adopt a signature style or draw your own signature. Click “Adopt and Sign” when done.

Sign

Supervisor, Department Chair, or HEERA Manager

Adopt Your Initials

Confirm your name, initials, and signature.

* Required

Full Name* **Initials***

SELECT STYLE **DRAW**

PREVIEW [Change Style](#)

DocuSigned by:
Mary Rice
783DC995EE9B4E9...

DS
MR

By selecting Adopt and Initial, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.


ADOPT AND INITIAL **CANCEL**

Step 4: Click “Finish” when done signing.

FINISH

Step 5 (optional): If desired, download or print a copy of the form for your records. Otherwise, click “Close”.

Save a Copy of Your Document



Your document has been signed

If you would like a copy for your records, click Download or Print and save.

DOWNLOAD **PRINT** **CLOSE**

The form is now complete and will route to Student Administration for processing.