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

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

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**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.

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

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”.

**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.

**Step 4:** Click “Finish” when done signing.
Step 5 (optional): If desired, download or print a copy of the form for your records. Otherwise, click “Close”.

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