



Automate The Schools System Access Request

User Information - Please Print Clearly Or Type

Last Name		First	Telephone Number (Work) ()	
Job Location:	District	Boro	School	or Central Office
Job Title				
Previous ATS USERID (if applicable)				

Access Requested (Please check all that apply):

- | | | |
|---|---|---|
| <input type="checkbox"/> Admit/Discharge/Bio Updates/Reports | <input type="checkbox"/> Period Attendance | <input type="checkbox"/> ESPA |
| <input type="checkbox"/> Display only/Reports/No updates | <input type="checkbox"/> Library Download | <input type="checkbox"/> MSPA |
| <input type="checkbox"/> Attendance Updates/Reports | <input type="checkbox"/> Immunization Updates | <input type="checkbox"/> Related Services |
| <input type="checkbox"/> FasTrack Purchasing | <input type="checkbox"/> Transportation | <input type="checkbox"/> Downloads |
| <input type="checkbox"/> Payroll Functions (OP152; HRS display) | <input type="checkbox"/> Bio Updates/Reports/No admits or Disch | |

**By receiving this ATS USER ID, I accept responsibility for its use.
I have signed the "Acknowledgment of Mayoral Directive 81-2."**

Signature	Date
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School Authorization

Principal's Name (Please Print)	Principal's Signature	Date
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District/School/Supervisory Authorization

Name (Please Print)	Job Title
Supervisor's Signature	Date
ATS Coordinator's Signature	Date

Central Authorization

Name (Please Print)	Date			
ID Assigned	Date Entered	Group	SCTY Level/Profile Assigned	SCTY INIT

Return signed form with the signed Mayoral Directive to :

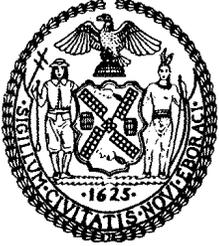
ATS Security
2 MetroTech Center, Suite 3900
Brooklyn, NY 11201

E-Mail Inquiries to: ATS.Security

HelpDesk: 718-935-5100

FAX signed forms to: 718-935-5192

CITY OF NEW YORK

 S YSTEMS SECURITY STANDARD	Title: Acknowledgment Of Receipt Mayoral Directive No. 81-2 Compliance: Mandatory	Number 002
		Date Issued 9/1/81
		Page 1 of 3

THE CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK, N.Y. 10007

DIRECTIVE TO ALL HEADS OF AGENCIES AND DEPARTMENTS

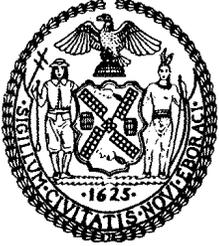
No. 81-2
JUNE 24, 1981

**ELECTRONIC DATA PROCESSING SECURITY
STATEMENT OF POLICY**

The City of New York relies heavily on its electronic data processing ("EDP") systems to meet its operational, financial and informational requirements. It is essential that these systems be protected from misuse and that both the computer systems and the data that they process be operated and maintained in a secure environment. The Office of Operations and the Department of Investigation are directed to work closely with agency heads, heads of information services and Inspectors General to ensure that this is accomplished and that observations of computer fraud and misuse are reported in accordance with the requirements of Executive Order No. 16 (1978).

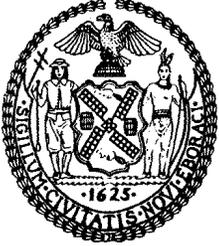
1. All use of City owned or leased computer systems must be for officially authorized purposes only. Agency heads shall be responsible for the proper authorization of computer utilization by their agencies and the establishment of effective use.
2. The Commissioner of Investigation shall establish City-wide standards for EDP security to ensure that programs, data files and data communications as well as City computer systems are used in compliance with this Directive.
3. The use of City computer systems for non-City consulting work or other unofficial purposes is prohibited without the written approval of the responsible agency head and the consent of the Corporation Counsel.
4. The sale of City computer system time to persons or organizations other than city employees or agencies is prohibited without the prior written approval of the responsible agency head and the consent of the Corporation Counsel.

CITY OF NEW YORK

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5. All computer programs and data in City computer systems and data libraries are for the sole use of the City. All computer programs and data developed for the City by consultants to the City or provided to consultants for use in conjunction with programs or data developed for the City are the property of the City and must be promptly returned to the City upon project completion or termination, unless requested prior thereto by the agency head or the agency head's designee.
6. Copies of any programs or data may only be released from City computer systems upon written authorization of the agency head or the agency head's designee.
7. Effective immediately, all information services, contracts, leases, licenses or other information services agreements entered into by the City shall contain a provision, approved as to form by the Corporation Counsel, advising information services vendors of the City's retained property rights with respect to its information systems, programs and data and the City's requirements for EDP security, including data maintenance and return.
8. Passwords and other EDP security procedures shall be protected by individual users from unauthorized use or disclosure.
9. Employees whose employment is terminated shall return all City property and equipment used in connection with City computer systems. Such items as keys, identification cards and badges, portable computer and communications equipment, manuals and documentation and other materials shall be returned to the individual employee's supervisor prior to the last day of active employment. It is recommended that agency heads refer to "*Systems Security Standard No. 116*", a copy of which is attached to this Directive, on this subject.
10. A violation of procedures established pursuant to this Directive may result in the initiation of disciplinary procedures. Misuse of government property, including programs and data, may also be punishable by fine or imprisonment or both.
11. All City employees and vendors to the City are hereby directed to remove immediately all unofficial data files and programs from City computer systems. Questions concerning the appropriateness of a data file or computer program shall be directed to the individual employee's supervisor or to the responsible agency head.
12. This Directive shall take effect immediately.

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I _____ have received a copy of Mayoral Directive 81-2 which defines the City of New York's computer usage and data security policy.

I understand that City computers, computer programs and computerized data are substantial City assets and that their use must be only for official City work. Further, I understand that any rights that I may have to use these assets will cease upon my leaving City service, whether by resignation or adverse termination procedure, and that failure to comply with Directive 81-2 will be cause for disciplinary or criminal action to be initiated against me.

Signature

Date