



AUTHORIZED USE OF SYSTEMS POLICY

- 1.0 Purpose.** To give direction to partners, staff and others utilizing the RCWE Case Management database.
- 2.0 Requirements.** Governing regulations and guidelines include:
(No governmental regulations)
- 3.0 Scope.** “Systems” is defined as telecommunications equipment, computers, printers, etc. No user will have access to the systems as defined above without first having the approval of the site administrator and MIS/IT. This approval process includes the Request for Use Form at the end of the policy.
- 4.0 Responsibility.** The responsibility for implementation and oversight of this policy shall reside with the CEO and IT staff.
- 5.0 History.**

Name	Date	Rev. Level	Description of change	Effective Date
Mark Canfield	9/07/2005	A	New policy	
Deb O’Neil	2/13/2009	B	Update logo, EO Officer	7/01/2009

Auxiliary aids and services are available upon request to individuals with disabilities.

Equal Opportunity Employer Program
Paul Newlin – Equal Opportunity Officer
Phone: (814) 333-1286
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RCWE Network User Sheet

Network User Information



Full Name: _____
Last *First* *M.I.*

Supervisor: _____ Partner: _____
E-mail _____

Office Assigned: _____ Address: _____

Work Phone: () _____

Start Date: _____

Person making this request:

Email address should be in the form of first initial and then last name, i.e. jsmith@