

AFTER COMPLETION, THIS FORM IS STRICTLY CONFIDENTIAL

**Security Form – WNYRIC Secure File Transfer Protocol Site (SFTP) Access
Western New York Regional Information Center**

PART A – Authorized User

Complete this section to identify the person who requires authorized access to the WNYRIC Secure File Transfer Protocol (SFTP) site. The authorized user **MUST** review Part B and C of this form and sign the acceptable use policy on the reverse side in **Part C**.

School District /LEA _____ BEDS Code _____

Last Name _____ First Name _____ MI _____

Telephone # _____ Building _____

Position Title _____ Birth day date _____

For Example: 06

School Address _____ City _____

Zip code _____ Work email address _____

PART B – ID, Password and Procedure, please read.

If the requestor currently has a WNYRIC User ID (current work e-mail address) for other WNYRIC applications, the user will be given access to the WNYRIC Secure File Transfer Protocol site using his/her WNYRIC User ID.

If the user does NOT currently have a WNYRIC User ID, the work e-mail address from Part A of this form will become the WNYRIC User ID for the authorized user and a temporary password will be created by WNYRIC. An automated e-mail will be sent to the user with that temporary password. The e-mail will contain instructions for creating a more permanent password and password reset questions to be used if the authorized user forgets the password.

Passwords created for, and by authorized users, are secure information to be used for the purpose of allowing each individual user, **and only that user**, to use the WNYRIC User ID and the computer privileges associated with it.

If the authorized user forgets a password, the authorized user will be able to establish a new password using the password reset questions he or she established. For password assistance, the user should contact the WNYRIC Service Desk (servicedesk@elb.org). If a password is stolen, the authorized user should also contact the WNYRIC Service Desk.

PART C: Acceptable Use of the “Secure File Transfer Protocol”, (SFTP), Site

As an authorized user of the WNYRIC Secure File Transfer Protocol, (SFTP), site, I agree **NOT** to:

1. Violate the property rights, and copyrights, in data and computer programs.
2. Obtain unauthorized access to and use of an account, data, files and the network facilities, or use of such facilities for purposes other than those intended.
3. Obtain unauthorized access to and use of an account or any information contained in an assessment file or the network facilities for personal or private gain.
4. Access or use files or data containing personally identifiable education records without proper authorization.
5. Disclose, without proper authorization, the contents of any database or file containing personally identifiable information from the education records of students.

Any person who engages in unauthorized or unacceptable use of the WNYRIC “Secure File Transfer Protocol site”, (SFTP), may be subject to disciplinary and/or legal action as appropriate. Erie 1BOCES reserves the right immediately to suspend or terminate use by any authorized user for violating the above mentioned “Acceptable Use” policy. The undersigned acknowledges that his/her use of the WNYRIC “Secure File Transfer Protocol site”, (SFTP), will be consistent with the requirements of all applicable laws and regulations.

Please sign and date:

Authorized User _____ **Date** _____

Security Officer _____ **Date** _____

Superintendent _____ **Date** _____

(School District Superintendent or Chief School Officer)

Once this form is complete, with all required signatures, please scan the form and e-mail it to the E1B support person, for your application.