



Department INSZoom Authorization

Please file one form for each new user; each user must sign an Access and Compliance Agreement

Department	Department Group (school, college or other higher-level organization)
Campus mail	Phone
Fax	INSZoom email contact

INSZoom provides only one email address per department. The email address may be an individual unqiename or an email group (if the latter, it should include only users who are either authorized INSZoom users or other users who have completed Access and Compliance training). Departments should provide email groups as the INSZoom contact only when all parties can ensure that membership to groups is appropriately restricted.

Please add the following user	Please delete the following user
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 Name of [M-Pathways HRMS Unit Liaison](#) Signature of HRMS M-Pathways UL Date
 (Note that UL signature is not required if user was included on the spreadsheets ULs submitted to the International Center. Contact the International Center at 734.763.4081 or ICfacultystaff@umich.edu for more information.)

Access and Compliance Agreement

PURPOSE: By signing this form, you certify that you are a user of the University's administrative data and that you agree to abide by the state and federal laws and University policies that apply to the proper use of data.

RESPONSIBILITY: The granting of access carries with it an implicit bond of trust that:

- You will be a responsible user of data, whether it is data relating to your own unit or another unit.
- Data that you obtain from this system will be stored under secure conditions.
- You will make every reasonable effort to maintain privacy of the data.
- You will make every reasonable effort to interpret the data accurately and in a professional manner
- Prior to sharing data with others, electronically or otherwise, you will ensure that the recipient is authorized to access the data and understands their responsibilities as a user.
- You will sign off the system when not using it.
- You will keep passwords to yourself.
- You will store/secure confidential and sensitive information, reports, etc. in an appropriate manner when not using them.
- You will dispose of confidential reports in an appropriate manner when done with them.

VIOLATIONS: Misuse of the data in or from the INSZoom system will subject you to disciplinary action as described in Standard Practice Guide section 201.12 (Disciplinary-Performance and Conduct Standards).

 Name of INSZoom Authorized User Signature of INSZoom Authorized User Date

Additional information about INSZoom is available at the International Center web site; please contact the International Center at ICfacultystaff@umich.edu or 734.763.4081 with any questions.

Please submit this form when you file your first INSZoom case; the [H-1B Process Authorization Form](#) or [Permanent Residency Process Authorization Form](#) used to initiate the case should accompany it.

* To be completed by the department and sent via campus mail or fax to the Faculty and Staff Immigration Assistant at the International Center North Campus (see footer below) *