

eVA User Profile Request Form

Form #: 12003



Date of Request _____

I. eVA User Information

User Name: _____
Last First

Department: _____

Office Phone: _____

Budget Code Access List all bud

III. Authorization Statement

By signing below, I approve the budget codes and eVA system access for the above user who has Signature Authority with the

7KHUH LV PRUH WKDQ RQH %8' IRU WKH EXGJHW FRGHV UHTXHVWHG

Budget Unit Signature: _____

Budget Unit Signature:

Budget Unit Signature: _____ Print Name: _____ Date: _____

Print

The Code of Virginia authorizes state agencies to recover improper payments not only from the

FOR PS USE

Role(s): _____ Reviewed By: _____

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% 6 2 \$ F F H V V
' D W H & U H D W H G
' D W H ' H D F W L Y D W H G
' D W H 5 H L Q V W D W H G

ADDITIONAL

Date Revised /202

Statement of User Responsibility

- A. To be an authorized user of eVA, you must have job responsibilities consistent with the purpose of eVA, have obtained approval for your e 9\$ X V H U D F F R X Q W I U R P \ R X U 2 @ V A ' R P L Q L R Security Officer, and be in good standing as a permanent, temporary, or contract employee of Old Dominion University.
- B. As an authorized Old Dominion University eVA user, you are responsible for the security and use of your eVA user account. You accept full responsibility for your account and for all activity performed on eVA under your eVA user account.
- C. As an authorized Old Dominion University eVA user, you are responsible for keeping user information current and accurate. This information includes email address, phone number, supervisor, delivery location and purchase card information.
- D. It is prohibited for any eVA user other than the assigned eVA user account owner to use said eVA user account. Each authorized user is responsible for preventing unauthorized use of their eVA user account

Passwords shall not be written down and left in a place where unauthorized persons might discover them.

Passwords shall not be shared or revealed to anyone else besides the owner. To do so exposes the owner to responsibility for actions that the other party takes with the password.

Users are responsible for all activity performed with their personal user IDs. Personal user IDs shall not be utilized by anyone but the individuals to whom they have been issued. Users shall not allow others to perform any activity with their user IDs. Sires (spo)22 02 rescov nBT/TT043.22 TfZS94.004 (cu 95f)996(r)76

these files or data while performing th

ACKNOWLEDGEMENT

My signature acknowledges that I have read, understood, and will adhere to the eVA Acceptable Use Policy.

I also acknowledge that I will report violations immediately to the Old Dominion University eVA Security Officer, as well as the eVA Global Security Officer at eVAsecurity@dgs.virginia.gov.

Signature: _____

Printed Name: _____

Title: _____

Date: _____