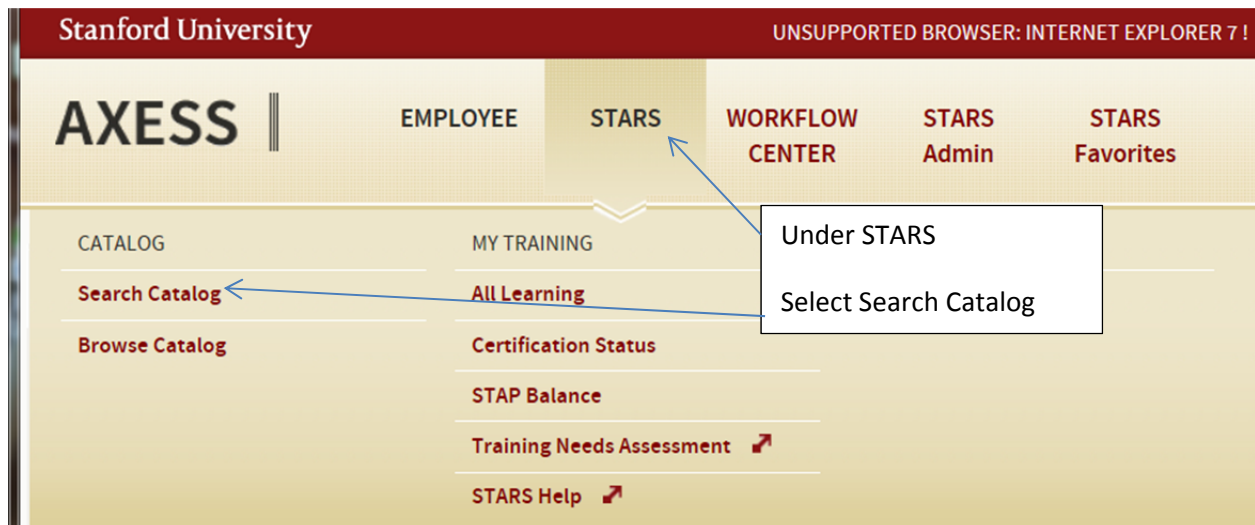


iSpace Confidentiality Agreement (Job-Aid)

Process for signing the agreement in STARS:

1. Go to <http://axess.stanford.edu>
2. Select "Search" under the STARS section
3. Type ispace and search the catalog
4. Find confidentiality agreement and click "continue" under availability column
5. Click "Enroll"
6. Click "Continue"
7. Click "Launch" towards the bottom of the page.
8. Click "Launch" again if prompted
9. After reading the confidentiality page, choose either A) Agree or B) Disagree and click "Submit"
10. Close the browser tab – Your Finished!

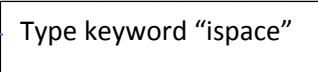
Screenshots of above process are provided below:



Search Catalog

Search Catalog:

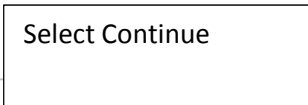
[Browse Catalog](#) [Available Programs \(Certifications/Curricula\)](#)



Search Results:

Results 1 - 1 of 1 for ispace

Course Name	Course Description	Availability
iSpace Confidentiality Agreement (FOPS-1000)	The iSpace Confidentiality Agreement is required for all space coordinators using the iSpace application. It must be completed prior to gaining access to the system. FOPS-1000	<input type="button" value="Continue >>"/>



Search Results:

[Previous](#) [Next](#)

Search Catalog

iSpace Confidentiality Agreement

Description:

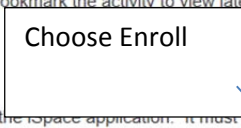
The iSpace Confidentiality Agreement is required for all space coordinators using the iSpace application. It must be completed prior to gaining access to the system.

The table below shows the different delivery options and start dates for the Catalog Item. You can view the complete activity details by clicking the View Details link. You can enroll in the activity by clicking the Enroll button or bookmark the activity to view later in your Planned Learning page by clicking the Add to Plan button.

Please note that activities without a specified Start Date can be taken at any time.

Abstract:

The iSpace Confidentiality Agreement is required for all space coordinators using the iSpace application. It must be completed prior to gaining access to the system.



Activity Options for iSpace Confidentiality Agreement

Activity Code	Type	Start Date	Sessions	Initial Session Location	Price		
FOPS-1000-000001	Web (self-paced)	10/17/2006	No fixed schedule	No fixed location	0.00 USD	View Details	<input type="button" value="Enroll"/>

[Return to Previous Page](#)

Search Catalog

Activity Enrollment Status

Activity Code	Enrollment Number	Status
iSpace Confidentiality Agreement (FOPS-1000-000001)	1063571	Enrolled

[STARS Home](#) [My Learning](#)

[Continue](#)

Continue

Note: Please be sure to disable your Pop-Up Blockers prior to launching this activity.

Activity Progress

iSpace Confidentiality Agreement

Dobie Howard, Computing Info Systems Analyst, Maps and Records

You can view the Schedule, Grades and Attendance, Notes and Attachments, Payment Details and Approvals associated with the Activity by selecting the corresponding links. You can view the Activity Details by selecting the Activity Name and view the progress of a Learning Component by selecting the corresponding Learning Component Name.

Activity Name:	iSpace Confidentiality Agreement	Type:	Web (self-paced)
Activity Code:	FOPS-1000-000001	Contact:	Swati Prabhu
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD
Enrollment Status:	Enrolled	Confirmation Number:	1063571
Start Date:	10/17/2006	End Date:	--
Last Enrollment Date:	--	Last Drop Date:	--

[Progress](#) [Schedule](#) [Grades and Attendance](#) [Notes and Attachments](#) [Payment Details](#) [Approvals](#)

Select Launch

Activity Progress Summary

Progress:	Enrolled	Grade:	Not Graded
Passing Status:	Pending	Comments:	

Activity Syllabus

To receive credit for this activity you must complete all required tasks.

- 1 **Confidentiality Agreement**
Required WB Test
Progress: Not Attempted

Launch

Table Of Contents

Dobie Howard, Computing Info Systems Analyst

Select Launch again.

Component Name: Confidentiality Agreement **Type:** Web Based Test

Activity: iSpace Confidentiality Agreement **Duration:** --

Table Of Contents

Title	Status	Score	
confidentiality_agreement			
confidentiality_agreement	Not Attempted		Launch

[Return To Activity Progress](#)



As a user of the Stanford University iSpace System, including reporting, you are entrusted with confidential and sensitive information. This information includes, but is not limited to location-based personal, financial, and research-related data. The iSpace System, and associated graphical views may contain information from other University systems that have additional Confidentiality requirements. Individuals may not access such information or use information obtained in the normal course of their work for other than specific job-related purposes. It is essential that University employees honor the confidentiality of all sensitive information and use care in handling or disposing of such information so that it is not inappropriately disclosed. Those with authority to enter and maintain data must make every effort to prevent unauthorized, erroneous, or incomplete data entry.

Following are links to the current University policies that describe your responsibilities when dealing with this information:

Administrative Guide Memo 1, University Code of Conduct,
Section 3: Confidentiality and Privacy Section 1 c: Violations
<http://adminguide.stanford.edu/1.pdf>

Administrative Guide Memo 15.2, Staff Policy on Conflict of Commitment and Interest,
Section 2.b: Confidential or Privileged Information
http://adminguide.stanford.edu/15_2.pdf>http://adminguide.stanford.edu/15_2.pdf

iSpace Policy:
<http://ispace.stanford.edu/policy.html>

Additional University policies related to confidentiality will be added in the future. These policies must also be read and accepted.

After reading make your choice and select Submit.

By clicking the "Accept" button you acknowledge that you understand the importance of this work instruction and agree to follow it. You also understand that failure to follow it may result in disciplinary action, up to and including termination of employment.

I agree...

- A) I agree
- B) I decline

SUBMIT