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:
Type keyword “ispace”

Select Continue

Choose Enroll
### Activity Enrollment Status

<table>
<thead>
<tr>
<th>Activity Code</th>
<th>Enrollment Number</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>iSpace Confidentiality Agreement (FCOPS-1000-0000001)</td>
<td>1063571</td>
<td>Enrolled</td>
</tr>
</tbody>
</table>

Continue

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

#### iSpace Confidentiality Agreement

Doble 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.

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

### Activity Progress Summary

<table>
<thead>
<tr>
<th>Progress</th>
<th>Grade</th>
<th>Passing Status</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolled</td>
<td>Not Graded</td>
<td>Pending</td>
<td></td>
</tr>
</tbody>
</table>

### Activity Syllabus

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

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

Select Launch
Select Launch again.
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

Administrative Guide Memo 15.2, Staff Policy on Conflict of Commitment and Interest,
Section 2.b: Confidential or Privileged Information

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

Additional University policies related to computer security may be added in the future. These policies must also be adhered to.

By clicking the “Accept” button you acknowledge 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