



ASTRA Security Rules and Affidavit

All ASTRA users (data entry, pay roster preparer and pay roster authorizer personnel) are assigned their own pin number. In all transactions, employees shall use their own pin number. When authority to access or to enter transactions on additional screens or with other account numbers is needed, departmental supervisors will be responsible for having such access added to an employee's pin number.

Employees assigned a pin number shall not give their pin numbers to anyone, not even a supervisor, a subordinate, or a friend. An employee shall not use another employee's pin number; nor shall employees who have been assigned a pin number permit the use of their pin number by other employees. All employees assigned a pin number are held responsible for all data, which is input or retrieved under their confidential pin number. That means if someone knows another employee's pin number and uses it incorrectly or improperly, that transaction will be traced back to the employee whose pin number was utilized. This could be a very serious problem because unauthorized input of data, manipulation of computer data and /or release of certain computer information are all offenses which could result in immediate termination or suspension without pay (MDC Policy II-71).

If an employee feels for any reason that someone has access to his/her pin number, it is his/her responsibility to immediately request a new pin number from the Campus Administrative Services Office.

This form is to provide an employee access to Linux applications at Miami Dade College. All users executing this form are reminded that they must comply with all MDC policies and procedures governing the use and operation of MDC technology, including but not limited to [College Policy VII-1](#) and [College Procedure 7900](#).

I have read and clearly understand my responsibility to respect and maintain the confidentiality of all records and information, which I have access to through ASTRA. I further understand that the violation of these rules and related confidentially could result in disciplinary action, including suspension without pay or termination of employment.

Name (Print) Last Four Digits of MDID

Department

Signature Date



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Memorandum

Date: _____

From: _____
(Must be Department or Division Approver)

To: Dean of Administration's Office

Subject: ASTRA ACCESS/PIN NUMBER

I would like to request ASTRA access and a pin number for the employee(s) listed below. Attached are the completed forms for a User ID number (if applicable). The ASTRA functions required are checked below.

***Check ASTRA Functions required**

Employee MDID (Last 4 Digits)	Employee Name	Network ID	Qual	DISP FILE	DATA ENTR	TIME ACCT	PRINT RPT	DOWN LOAD	PNT BANK

FOR DEAN OF ADMINISTRATION USE ONLY.

YES, ASTRA ACCESS HAS BEEN PROCESSED

- | | |
|--------------------|-----------------------|
| 1. DISPLAY FILE | 4. PRINT REPORTS |
| 2. DATA ENTRY | 5. DOWNLOAD RECORDS |
| 3. PAYROLL ROSTERS | 6. POINT BANK DISPLAY |