

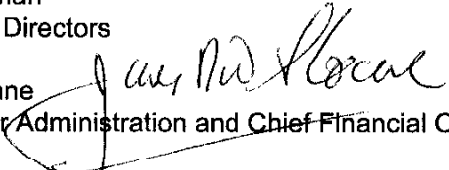


UNIVERSITY OF HAWAII

VICE PRESIDENT FOR ADMINISTRATION
AND CHIEF FINANCIAL OFFICER

March 22, 2002

TO: Senior Vice President/U General Counsel/Chief of Staff Kirimitsu
Senior Vice President/Chancellor Tsunoda
Senior Vice President/Chancellor Tseng
Vice President Imai
Vice President Costello
Vice President Sathre
Interim Chancellor Neubauer
Chancellor Pearman
UHM Deans and Directors

FROM: James R.W. Sloane 
Vice President for Administration and Chief Financial Officer

SUBJECT: **Securing Information Technology Services (ITS) User Names**

As part of the implementation of the University's new Classification and Evaluation Systems, all Administrative, Professional and Technical (APT) personnel, supervisors, Deans, Directors, Provosts, Chancellors and Vice Presidents have been asked to acquire Information Technology Services (ITS) User Names to access secured electronic applications.

The user name is a security measure and allows access to restricted human resources electronic applications such as the position description generator, recommendations for special compensation adjustments, performance evaluation ratings, etc.

The user name is intended for the sole use of the person to whom the ITS user name has been issued and the account holder will be held accountable for actions submitted under the user name. It is also the responsibility of the account holder to notify the ITS help desk should the user name be compromised. Failure to maintain the security and appropriate use of the ITS user name may serve as a basis for disciplinary action up to and including termination.

Your cooperation in maintaining the security and integrity of your ITS user name is appreciated. If you should have any questions regarding ITS user names, please contact ITS help desk at 68883.

c: Personnel Representatives