

## University Advancement

### Confidentiality and Ethics Agreement

I, \_\_\_\_\_, acknowledge that in the course of my work or volunteer activities for the Office of University Advancement at Cal Poly Humboldt, I may have access to documents, data, or other data, some or all of which may be confidential and/or privileged from disclosure, whether or not it is specifically "labeled" or identified as confidential.

Except as required by my activities, I agree to never, either during or after my assignment with the office, directly or indirectly use, publish, disseminate or otherwise disclose to any third party, or use for personal gain, any information acquired in the course of my activities.

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

University Advancement

**Request for Raiser's Edge NXT Access**

**User information**

Name \_\_\_\_\_ Humboldt ID# \_\_\_\_\_

Humboldt user name \_\_\_\_\_ Effective date \_\_\_\_\_

Department \_\_\_\_\_ Position \_\_\_\_\_ Extension \_\_\_\_\_

**Approval**

Supervisor \_\_\_\_\_ Date: \_\_\_\_\_

Raiser's Edge administrator \_\_\_\_\_ Date: \_\_\_\_\_

**Request**

New access

Modify access

Employee

Volunteer

Student

Please describe how you would like to use Raiser's Edge (include the information you would like to be able to view):

**Database administrator use only**

**Database View**

Admin

Director of Development

Edit 1

Edit 2

PCI Entry 1

PCI Entry 2

View

Volunteer

**RE NXT**

Gift Entry

Director of Development

Marketing

Edit

Admin

**Needs PCI Training?**

Yes

No