

Chemical Inventory Management & Electronic Reporting Application (CHIMERA) Acceptable Use Policy/User Agreement

I acknowledge, as an Authorized Individual ("User") requiring access to the Chemical Inventory Management & Electronic Reporting Application from here on referred to as "CHIMERA", that:

I am required to comply with [CCSD Acceptable Use Policy](#) regarding the protection of CHIMERA from misuse, abuse, loss, or unauthorized access or modification.

I must create and use password(s) consisting of at least six (6) characters that cannot be easily guessed.

My password can contain letters, numbers, or a combination and I am required to change my password at the interval prescribed for the system. I must not reuse old passwords.

I understand that CCSD reserves the right to change my password or terminate my access at any time.

I must protect my passwords. Should I suspect a compromise of my password, I must change my password immediately and report the suspected compromise to my supervisor and the Help Desk immediately.

I will not enter my password in a file or record maintained in any automated system for the purpose of an "autologin" feature for my convenience.

I must not share my user-ID, passwords, or application user codes and I must not write down my password.

I must logoff from CHIMERA, or use a locked screen saver any time that I leave my terminal unattended.

I am required to notify the CHIMERA system administrator immediately when there is a change in my employment status and/or when my access to the system is no longer required.

Assigned Location: _____ Location #: _____
School or Department Name

First Name: _____ Last Name: _____ Title: _____

Contact #: _____ Email: _____ User Name: _____

Have you previously had a CHIMERA account that was deleted?

No Yes If Yes; Location: _____ Previous User ID: _____

Signature: _____ Date _____

For RMIT Use Only

Date account created: Password Sent to User Notes:

Regulator Staff Building Admin. Custodian System Admin.