

## FRS User Responsibility

As users of the FRS system, we share certain responsibilities and obligations. In addition to acknowledging the Guidelines for Responsible Computing for Montclair State University, there are important additional considerations.

The integrity of the University's financial information is every FRS user's responsibility. Since FRS serves as the official system of financial records for the University and the accounts for which you have responsibility, it is critically important that you do not share your account and/or password with anyone. In the unlikely but unfortunately possible, event that there is a suspicion of an improper financial transaction, your Operator Number may be implicated since each action in FRS is recorded with an Operator Number. When investigating the suspicious activity, the record will point to your Operator Number and other means will have to be used to eliminate you as a suspect in the questionable activity. Financial impropriety, in fact or in appearance, threatens the University's reputation and continued ability to receive grants, appropriations and favorable financial terms for its bond funding that it has been fortunate enough to enjoy.

In addition to the issue of potential fraud, there is the more typical concern about financial management of the accounts for which you are responsible. If others are using your account, their mistakes are your mistakes as the system will record your Operator Number as the person making the entry. It is more difficult for you to document your successful budgeting, requisitioning and management skills if you allow others access to your account.

If your user profile or your staff's profiles are not set-up to allow the correct user to perform needed job responsibilities, please let the FRS staff know. They are in the position to review and redesign user profiles to better meet the needs of each user.

Please consider certain other actions that affect FRS system control and availability. Leaving your workstation unattended and logged into a session poses a risk since someone can access your account while you are away. In addition, certain system resources are allocated to a session every time it is opened. Opening multiple sessions can result in limiting the access of other FRS users since system resources are limited.

Finally, FRS staff depends on your communication of changes in personnel or in responsibility of existing staff. If staff moves and they had an FRS Operator Number with access to an account for which you are the responsible person, it is possible that they will still have access to that account unless you notify FRS staff, in writing, that the user should no longer have access to that account(s).

Thank you for your attention to this critical security feature of the financial system.

Donald D. Cipullo  
VP Finance and Treasurer