



WebCM USER AGREEMENT

I understand and agree to abide by the following rules to safeguard the confidential customer information contained in the Division of Rehabilitation Services "WebCM" case management system:

1. I will use WebCM only on computers that, to the best of my knowledge, have up-to-date anti-virus and anti-spyware software installed and running.
2. I will use WebCM only on computers that, to the best of my knowledge, have all operating system and web browser security updates installed.
3. I will use only my own WebCM User ID and Password, as assigned by the Division of Rehabilitation Services, to log into WebCM.
4. I will never reveal my WebCM password to anyone.
5. I will never post or place my WebCM password on my computer, monitor, desktop, or in any other conspicuous place.
6. I will never leave my computer unattended while logged in to WebCM, unless the computer is locked and/or a password-protected screen saver is invoked.
7. I will never record or store confidential customer information taken from WebCM in any other document, file, or system.
8. I will notify my supervisor and/or the Division of Rehabilitation Services immediately if/when I no longer need to be authorized to use WebCM.
9. I will notify my supervisor and/or the Division of Rehabilitation Services immediately if I know or suspect that a security breach has or may have exposed confidential information of Division of Rehabilitation Services customers to unauthorized parties.
10. I will take all other appropriate and practical steps to protect the confidential information of Division of Rehabilitation Services customers.

Agency: _____

Name: _____

Supervisor: _____

Email: _____

Title: _____

Signature

Date

Supervisor Signature

Date