

# **Human Resource Information System (HRIS) Security Guidelines**

- 1. Never share your eID (K-State electronic ID) password with anyone.**
- 2. When changing your password, create a new password that is memorable, but not easily guessed by someone else.**
- 3. Do not leave HRIS open on your workstation when you leave your desk . . . anyone walking by could view confidential information.**
- 4. Guard the personal information of others as well as you would your own. All information in HRIS database is confidential. K.S.A. 75-2949f states that “knowingly releasing confidential information from official records” may result in disciplinary action up to and including dismissal.**
- 5. If changes are needed in your level of access, complete the HRIS Access form indicating the update. Submit the form to Alma Deutsch, Division of Human Resources, 103 Edwards Hall. The form is located on the following web page: <http://www.k-state.edu/hr/forms/itaccessforms.html>**
- 6. If you forget your password, contact the iTac Help Desk at 532-7722.**