



# DIOCESE OF METUCHEN

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## ParishSOFT Safe Environment Program

### ORGANIZATIONAL USER LOGIN REQUEST FORM

#### USER INFORMATION SECTION

Please print clearly all information except signature

Name	<input type="text"/>				
Address	<input type="text"/>	email	<input type="text"/>		
City	<input type="text"/>	State	<input type="text"/>	Zip Code	<input type="text"/>
				Phone Number	<input type="text"/>
Parish/School	<input type="text"/>	City	<input type="text"/>	Title	<input type="text"/>

By signing below, I acknowledge that I may not disclose information about computer passwords and identification characters. The login provided by the Diocese of Metuchen is designated for my use when accessing the ParishSOFT Safe Environment application and I am responsible for all activity under my login. If I become aware of any breach or suspected breach of information security, I will promptly report it to the diocesan Office of Child and Youth Protection. In addition, I acknowledge my responsibility to secure all records that may contain confidential information from the view of or access by unauthorized persons. Confidential paper files should be stored in locked cabinets or drawers whenever feasible, should not be left unattended in areas where visitors may enter, and should be disposed of by shredding or other secure method. I understand that I may not allow access to electronic files by unauthorized persons, nor to authorized persons for unauthorized purposes, and that I must follow the electronic security measures for confidential and sensitive information that are established by the Diocesan ParishSoft Safe Environment Application Confidentiality Agreement.

Signature of User: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Pastor/Principal:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name

Diocese of Metuchen Use ONLY

USERID: \_\_\_\_\_ Completed By \_\_\_\_\_ Date Completed: \_\_\_\_\_

APPROPRIATE ACCESS PROVIDED: \_\_\_\_\_

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