

Division of Information Technology NetID CAS Application Registration Request



This form should only be completed for websites that are **not** in the tamu.edu domain.

For help with completing this form contact idsm-support@tamu.edu. Email the completed form to idsm-support@tamu.edu.

Requesting Office/Department: _____

Request Type: Data access via CAS.

Application Details:

1 Name and description of third-party application or service that will use Texas A&M Identity Services data (only one per access request).

2 Is an IT risk assessment conducted for this application/service? Yes No

3 Enter application URL here ▶ _____

4 Protocol type: https is only protocol allowed for non-tamu.edu sites

5 Application type: Production (register with cas.tamu.edu) Development (register with cas-dev.tamu.edu)

Data Details:

6 CAS Payload: Check only one option

- tamuEduPersonNetID and tamuEduPersonUIN (Default)
- tamuEduPersonNetID, tamuEduPersonUIN and authenticationMethod (Applications use authenticationMethod to determine if a user is logging in with one-factor or two-factor authentication)

7 Target population.

Role. Check at least one box.

- Faculty
- Staff
- Students (enrolled in current semester)
- custom: Enter description below ▼

Location. Check at least one box.

- TAMU-CS main campus
- TAMU-CS School of Law
- TAMU-CS Health Science Center
- TAMU-GV campus
- TAMU-QT campus
- custom: Enter description below ▼

8 For each data element received, describe usage by application.

tamuEduPersonNetID:

tamuEduPersonUIN:

Contact Details:

9 Contacts for application/service:

Contact must be an active faculty or staff employee of Texas A&M University.

	Administrative sponsor	Technical contact/Data access contact
Name		
UIN		
Email		
Title		
Department		
Telephone		

Data Security:

10 Who will have access to the requested data? Describe in detail.

11 Will data be stored locally in any way?

Yes Go to item 12.

No Skip items 12-14

12 Why is storage of the data necessary?

13 In what form will the data be stored?

14 How long will the data be stored?

Compliance:

15 The third-party application is performing an institutional service for which the Local Education Agency (Texas A&M University) would otherwise use employees. Yes No

Comments:

16 The third-party application is under the direct control of the Local Education Agency (Texas A&M University) with respect to the use and maintenance of education records and there is a signed agreement in place. Yes No

Comments:

17 The third-party application is subject to the requirements in §99.33(a) of the FERPA regulations governing the use and re-disclosure of Personally Identifiable Information from education records. Yes No

Comments:

18 The third-party application provides language similar to the information on the tamu.edu site (<http://www.tamu.edu/statements/privacy.html>) about privacy and security. Yes No

Enter URL here ► _____

Comments:

19 The third-party application contains a published statement, visible to the NetID account holder before login, that:
a. They have left the Texas A&M University network.
b. They are logging into a website hosted by <Service Provider> on behalf of <College/Division/Department> of Texas A&M University. Yes No

Enter URL here ► _____

Comments:

Request Deadline:

Please be aware it can take **2-4 weeks** after the request is submitted to Division of IT for the request to be approved.

20 By what date do you need the application registered with CAS?

A copy of the contract for this application must be submitted with this request.

TEXAS A&M IDENTITY SERVICES USER AGREEMENT TO ACCEPT RESPONSIBILITY

- Use of University computing resources is restricted to authorized Texas A&M University business.
- I will comply with information security controls and System Regulations, University Rules and SAPs, guidelines, and standards to prevent unauthorized or accidental disclosure, modification or destruction. I will be responsible for any security breach and/or willful misuse or deliberate system damage resulting from any violation of this agreement.
- **Data obtained from Division of IT Identity Services are to be used for the specific purpose stated on this document. This authorization is not transferable to other parties or for purposes not identified by this document.**
- The department authorized for this data will assume the administrative costs to include development and on-going maintenance involved in supplying this data.
- I understand that violation of this agreement may result in disciplinary action, up to and including termination of employment.
- **If automated access approved, access will need to be renewed annually.**

The agreement is bound by the Texas A&M Identity Services Acceptable Use Policy, the University FERPA Policy and University Acceptable Use Guidelines

I HAVE READ, UNDERSTOOD AND AGREED TO THE ABOVE TERMS

Requestor Name (Printed)	Supervisor Name (Printed)
Requestor Title	Supervisor Title
Requestor Department	Supervisor Department
Requestor Signature Date	Supervisor Signature Date

For Division of IT Use Only

Notes:

Signatures:

HR Data Custodian Approval Date	Student Data Custodian Approval Date
Division of IT Approval Date	CISO Signature Date