CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
CASHNet/Transact
(Cashiering System)
CODE OF RESPONSIBILITY

The security and confidentiality of student records are matters of concern to all CSUN employees. Those employees with access to the CashNet/Transact System are in a unique position of trust in maintaining the security and confidentiality of financial/credit information. Each system user is expected to adhere to the following code:

1. Unauthorized use of or access to financial/credit information is prohibited.

2. System users are prohibited from exhibiting or divulging the contents of any record or report to any person except in the execution of normal duties and responsibilities.

3. System users are prohibited from personally benefiting or allowing others to benefit by knowledge of any confidential information gained by virtue of their work assignment.

4. Systems users may not knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry.

5. No official record or report, or copy thereof, my be removed from the office where it is maintained except in the performance of duties.

6. System users agree not to leave a terminal unattended without exiting from the system.

7. No one is to aid, abet, or act in conspiracy with another to violate any part of this code.

8. All employees are governed by FERPA regulations.

Disclaimer: The Department acknowledges and adheres to all payment handling processes including, but not limited to the protection of data, customer information and payment information. University Departments that process, transmit, and interact with payment card data as a form of payment are subject to all applicable university polices as well as the entirety of the data security standards as laid out by the Securities Standards Council.

CSUN

18111 Nordhoff St, Northirdge CA 91330

TRANSACT Payments

CSUN User Authorization Request Form

Application Type

☐ New Access ☐ Disable Access ☐ Change Access

(A) Employee Information   *Please print or type the following information*

CSUN ID:_____

(Your CSUN ID is a 9- digit number)

Name:_____

Department:_____

Job Title:_____

Email:_____

Status: (Choose One)

☐ Student

☐ Staff

(B) I Need Access to CASHNet/Transact: *Please check one of the following options:*

☐ **INQUIRY** | ☐ **CASHIER** | ☐ **LEAD (CASHIER)** | ☐ **SUPERVISOR**

INQUIRY	CASHIER	LEAD (CASHIER)	SUPERVISOR
Perform Inquiries	Perform Cashiering	Perform Cashiering	Perform Cashiering
Run Reports	Perform Inquiries	Perform Inquiries	Perform Inquiries
	Run Reports	Run Reports	Run Reports
	Void Transactions (Own Only) (With Second Approval)	Void Transactions (Within Dept. Only) (With Second Approval)	Void Transactions (Within Dept. Only) (With Second Approval)
	Maintain Customers	Maintain Customers	Maintain Customers
	Print Receipts	Maintain Batches	Maintain Batches
		Access Users' Batches (Within Dept. Only)	Access Users' Batches (Within Dept. Only)
		Access Dept'l Deposits (Within Dept. Only)	Access Dept'l Deposits (Within Dept. Only)
		Print Receipts	Print Receipts
			Access Encrypted Information

☐ **ADMIN-MAIN (UCS Only)**

Access to All –

No Restrictions

(C) Review Cash Handling Procedures:

I have received a copy of, read, understand and will comply with **Cash Handling Quick Reference Guide & Acknowledgement**. l understand that if I am given a Transact/CASHNet login ID and password to access the system, I will not reveal my ID or password to any other person. I will maintain physical security by not leaving my computer unattended while I am logged into this system. I will maintain data security by not disclosing personal or confidential data available via this system.

I understand that misuse of an ID or password, or violation of either the Cash Handling Quick Reference Guide & Acknowledgement,. may lead to disciplinary actions as provided by relevant university policies.

Applicant Signature:

_____Date:_____

Applicant Printed / Typed Name: _____

Supervisor/Financial Mgr/Diretcor Signature:_____

☐ Submitted signed **Quick Reference Guide & Acknowledgement** form to your College/Department Financial Manager and please email signed document to UCS@csun.edu

☐ Has the applicant received training in Transact/CashNet by their department or UCS staff. If department provided training please indicate Trainer and Date below.

Trainer:_____ _____ _____Date:_____

(D) University Cash Services Use Only: CASHNet ID: _____

Dept. Code:

☐ EXTLRN - Ext Learning
☐ MAIN
☐ Parking - Parking

☐ QC - Quick Copies
☐ SHC - Student Health Center
☐ UCS - UCS Back Up

Created By:_____Date:_____

Cash Operations Supervisor Approval:_____Date:_____

UCS Assistant Director Approval_____Date:_____