

ATTACHMENT A

Security Rules for SPARQ Administrators

All SPARQ administrators must abide by the following rules as a condition of their access to SPARQ and their status as administrators:

- Administrators must sign and at all times abide by the Security Rules for SPARQ Users.
- Administrators may create user accounts only for employees; contractors working under the direct supervision of the grantee/sub-grantee or of an entity that has a legally binding sub-grantee relationship with the grantee/sub-grantee; and participant staff.
- Administrators will verify the identity of any person who requests to have a password reset.
- Administrators will be diligent in educating users about the need to abide by the Security Rules and in monitoring their use of SPARQ.
- Administrators will immediately delete the role(s) of any user who no longer has a SCSEP capacity that permits SPARQ access and will notify SCSEP Help to delete the user's account.

Certification by Administrator:

I hereby certify that I have received a copy of the Security Rules for SPARQ Administrators and understand that my access to SPARQ is conditional upon my compliance with these rules.

Name (print)

Signature

Date

Telephone Number