

Sprockets Database

User Responsibility Statement

Once you have completed the basic training on the Sprockets Database, please initial each line below to indicate that you understand your responsibilities.

Initials

	My login and password are for my use only, and may not be shared.
	I may only view database information that is necessary to perform my job.
	I must log out of the Sprockets Database when leaving my computer.
	If I need to send personally identifiable information electronically, I need to request a secure email.
	If I notice or suspect a security breach, I must notify my supervisor and the system administrator for the Sprockets Database (Wilder Research at 651-280-2737).

Please initial each line below to indicate that you have watched and understood each section of the basic training.

	Privacy and security
	Adding activities
	Adding participants
	Entering participant information
	Enrolling and dropping participants
	Entering attendance
	Running basic reports

I have completed the basic training on the Sprockets Database, and understand my responsibilities related to use of the system.

Signature: _____ Print Name: _____

Organization: _____ Email: _____

To receive your username and password for the Sprockets Database, please email or mail this form to:

Megan Chmielewski
Wilder Research
451 Lexington Parkway N
St. Paul, MN 55104

megan.chmielewski@wilder.org or 651-280-2737 for any questions.