

**University of Virginia OPAS/Applicant Imaging System
 User Security Form**

Name:		Department:	
Title:		Phone Number:	Fax Number:
University Messenger Mail Address:		Email Address:	
Organizational Code(s) [For example, Human Resources = PER]:			
<p>Please Check the Online Functions You Require:</p> <ul style="list-style-type: none"> <input type="checkbox"/> View OPAS Legacy Information <input type="checkbox"/> View Employee Images (Full Access) <input type="checkbox"/> View Employee I-9 Images Only <input type="checkbox"/> View Applicant Images <p align="center">I UNDERSTAND THAT ALL INFORMATION CONTAINED IN THE UHR OPAS/APPLICANT IMAGING SYSTEM IS CONFIDENTIAL AND I AM NOT TO SHARE MY ACCOUNT INFORMATION.</p>			
User Signature:		Date:	
Department Head Signature:		Date:	

INSTRUCTIONS: Please fax or send to University Human Resources via Messenger Mail.

UNIVERSITY HUMAN RESOURCES USE ONLY

Director of Recruitment & Staffing Signature:

Date

Director of Human Resource Systems Signature:

Date:

Security Officer Signature:

Date:

User ID Assigned:

Date Contacted:

University Messenger Mail

**Lucinda Childs-White
Director of Recruitment & Staffing
University Human Resources
914 Emmet Street**