

RTC Terms of Use for E-Track Facilitator Catalog

Date: _____

RTC Staff Person: _____

RTC Director (if different than above): _____

NOTE: RTCs may currently request Facilitator Catalog Access for up to THREE Staff Persons

This form must be signed and completed by each individual RTC staff person requesting view-only access to the E-Track Facilitator Catalog. By signing this form, the individual agrees to the following terms of use:

1. The individual **WILL NOT ADD ANY DATA** within the Facilitator Catalog, including but not limited to adding any new facilitators or any new certifications to any existing facilitators.
2. The individual **WILL NOT EDIT ANY DATA** within the Facilitator Catalog, including but not limited to editing any existing facilitator certifications or trainer categories.
3. The individual **WILL NOT DELETE ANY DATA** within the Facilitator Catalog, including but not limited to deleting any existing facilitators from the catalog or any individual certifications tied to existing facilitators within the catalog.
4. In the event that the individual accidentally violates any of the above terms, he or she **WILL IMMEDIATELY ALERT OUCCAS OF ANY ERRORS** so that OUCCAS can immediately correct the error.
5. The individual **WILL NOT SHARE HIS/HER LOGIN INFORMATION** with other individuals for any purpose, including but not limited to providing other users access to the facilitator catalog.

Signature of Individual Requesting Access: _____ Date: _____

Signature of RTC Director Approving Request: _____ Date: _____

OUCCAS OFFICE USE ONLY:

Approved By: _____

Approval Date: _____

E-Track Privilege Added: ☐