eVA Acceptable Use Acknowledgement

Revised
July 1, 2015
**Statement of User Responsibility**

A. To be an authorized Radford University user of eVA, you must have job responsibilities consistent with the purpose of eVA, have obtained approval for your eVA user account from the Radford University eVA Security Officer, and be in good standing as a permanent, temporary, or contract employee of Radford University.

B. As an authorized Radford University eVA user, you are responsible for the security and use of your eVA user account. You accept full responsibility for your account and for all activity performed on eVA under your eVA user account.

C. As an authorized Radford University eVA user, you are responsible for keeping user information current and accurate. This information includes email address, phone number, supervisor, delivery location, and purchase card information.

D. It is prohibited for any eVA user other than the assigned eVA user account owner to use said eVA user account. Each authorized user is responsible for preventing unauthorized use of their eVA user account as well as refraining from using someone else’s eVA user account.

E. As an authorized Radford University eVA user, you are responsible for protecting personally identifiable information (PII) from public access, including among others Social Security numbers, Federal Tax ID numbers, Patient Information, and Personal Banking Information, in accordance with Federal and State law and procurement regulations. This information is to be removed from procurement documents or procurement files when made available to the public. It is only to be included on eVA purchase orders if including such information is required by law. If you must include such information, you must ensure that the comment field and separate file attachment capability at the line level and header level are used and the box is checked indicating the comment or attachment is proprietary information.

**Password Requirement**

The minimum password length required by the system must be 8 characters. The system checks password history to ensure that passwords cannot be reused for 24 logins.

Passwords shall contain at least three of the following four:
1. Special characters
2. Alphabetical characters
3. Numerical characters
4. Combination of upper and lower case letters

Password minimum and maximum lifetime restrictions of 24 hours minimum and 90 days’ maximum."

eVA users shall not utilize the password management functionality contained in Internet browsers. If technically feasible, the password management function shall be disabled.

Passwords shall not be written down and left in a place where unauthorized persons might discover them.

Passwords shall not be shared or revealed to anyone else besides the owner. To do so exposes the owner to responsibility for actions that the other party takes with the password. Users are responsible for all activity performed with their personal user-IDs. Personal user-IDs shall not be utilized by anyone but the individuals to whom they have been issued. Users shall not allow others to perform any activity with their user-IDs. Similarly, users are forbidden from performing any activity with IDs belonging to other users.
When the User has a blocked eVA account or has forgotten their password they shall use the “Login help” located on the eVA home page next to the Buyer login. Users should contact the Radford University eVA Security Officer or the Radford University Procurement and Contracts department if they are unable to reset their password.

**Definition of Appropriate Use**

Valid uses of eVA include, but are not limited to, using eVA for the intended and stated purposes of:

- Bid development
- Bid and contract awards
- Purchase approvals
- Placing orders
- Placing requisitions
- Recording of receipts
- Training
- Administrative purposes

To appropriately use eVA, each eVA user must:

- Adhere to the copyright protection of licensed software and documentation.
- Secure your user account and password at all times.
- Log out of eVA or secure your computer if you are away from the active session.
- Follow all COVA and Radford University and eVA policies, as well as all local, state, and federal laws and policies.

**Definition of Inappropriate Use**

Inappropriate uses of eVA include, but are not limited to:

- Using any other individual’s eVA account or password.
- Managing your user account or access in a way as to make your password and/or eVA session available for use by others.
- Unauthorized copying, sending, or receiving of copyrighted or trade/service marked materials

It is a violation of Radford University and Commonwealth of Virginia policy to use eVA for promoting outside business interests. eVA shall not be used for private consulting or personal gain. eVA may not be used to support or engage in any conduct prohibited by Radford University or the Commonwealth of Virginia or local statutes or policies, including the eVA Security Policy.

It is a violation of this policy to examine, or attempt to examine, another eVA user or Radford University’s files or data without authorization. Noted exceptions are personnel who must examine these files or data while performing their assigned duties during the auditing process, DPS reviews, Radford University reviews, Radford University controller reviews, technical reviews to identify or correct eVA problems, or other approved activities to monitor and manage COVA business.

It is a violation of eVA policy to post/send/display defamatory, harassing, pornographic, obscene, or sexually explicit materials. These violations are in addition to items prohibited by Radford University or any section of the Statutes of the Commonwealth of Virginia, or other federal, state, or local law.

**Reporting of Information Security Violations & Problems**

All eVA users have a duty to report all known information security vulnerabilities -- in addition to all suspected or known policy violations -- in an expeditious and confidential manner to their assigned Radford University eVA Security Officer, or to the eVA Global Security Officer so that prompt remedial action may be taken.
Possible Sanctions for Misuse

The eVA Global Security Officer may monitor, record and store information about the use of eVA. If such monitoring, recording, and storage reveal possible evidence of inappropriate, unethical, or illegal activity within eVA, the eVA Global Security Officer will contact the Radford University’s eVA Security Officer regarding the alleged violations of this policy.

It is not appropriate to use eVA in a way that is detrimental to the normal operation of eVA. Penalties for misuse of eVA may include, but are not limited to, suspension of the use of eVA and referral to the Radford University Police Department, or appropriate local law enforcement agency for further investigation and possible prosecution.

Upon detection of a potential violation, the eVA Global Security Officer will disable the eVA user account. The eVA user account will remain inactive until:

1) The eVA Global Security Officer has determined no violations exist or corrective action has been taken by the Radford University eVA Security Officer.

2) The Radford University’s eVA Security Officer has notified the eVA Global Security Officer of the correction(s).

3) The remedial actions have been validated by the eVA Global Security Officer.

If corrective action is not taken at the Radford University level, the eVA Global Security Officer may:

1) Recommend to the DPS Director that an eVA user be permanently suspended from use of the system.

2) Report to the user’s Radford University’ Director of Procurement and Contracts with a recommendation for disciplinary action.
Radford University – Delegated Purchasing Authority

By my signature below, ___________________________ is hereby delegated authority to make purchases for goods and services on behalf of Radford University not exceeding $5,000 for which I have been assigned budgetary responsibility.

Exceptions to Delegated Purchasing Authority

☐ I serve as a Contract Officer for Radford University and have been granted $___________ delegated purchasing authority.

☐ I serve as a reviewer/approval in eVA and do not require Delegated Purchasing Authority.

ACKNOWLEDGEMENT

My signature acknowledges that I have read, understood and will adhere to the eVA Acceptable Use Policy. I also acknowledge that I will report violations immediately to the Radford University eVA Security Officer, as well as the eVA Global Security Officer at eVASecurity@dgs.virginia.gov.

Signature: ………………………………………………………………………………………………………………………………………………………………..

Printed Name: ………………………………………………………………………………………………………………………………………………………………..

Title: …………………………………………………………………………………………………………………………………………………………………………

Date: …………………………………………………………………………………………………………………………………………………………………………

Supervisor Signature: ………………………………………………………………………………………………………………………………………………………

Printed Name: ………………………………………………………………………………………………………………………………………………………………..

Date: …………………………………………………………………………………………………………………………………………………………………………

Radford University’s eVA Security Officer shall maintain a copy of this form (hardcopy or electronic).

Please scan and email signature page to:
purchase@radford.edu