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.