



Data Use Agreement for SC First Steps Data System Stored by the Office of Research and Statistics For Users

Appendix 5

1. The user will not move certificates authorizing access to the First Steps data system to any other computer without written approval by the ORS.
2. The user will not share logins and/or passwords. Anyone found to have shared a login and/or password will have access terminated to the First Steps data system.
3. The user will adhere to all federal and state requirements for privacy and security as presented in the educational training provided. The ORS will assist in identification of these requirements.
4. No attempt will be made to identify a client/person/patient indirectly using these aggregate data.
5. This agreement can be terminated in the event of extenuating circumstances by any party involved or any agency/organization submitting data
6. The user will direct all questions about the use of the data system for the agency to _____ (insert name and contact information of person who coordinates system access. First Steps Executive Directors may be the coordinator).
7. Access to the data system must be surrendered upon direction of the ORS

User Name (please print): _____

Organization/firm name (Branch, Division, Department, etc.): _____

Address (City, State and Zip): _____ **Telephone ()** _____

Email: _____ **County Number** _____

Optional: Program Code _____ **Vendor Number** _____

By signing this contract, I agree to comply with all the requirements indicated in this document.

Signature of User

Date

**South Carolina First Steps to School Readiness
Access Request Form**
(Please print or type clearly)

Program Code	
County Number	
Vendor Number	
Agency Name	
Name (Last, First)	
E-mail Address	
Telephone	

For security purposes, please fill in at least one:

Place of Birth	
Date of Birth	
Mother's Maiden Name	

First Steps Executive Director Approval:

_____	_____
(Signature and Title)	(Date)

Printed Name	

Health and Demographics Approval:


_____	_____
(Signature and Title)	(Date)

Printed Name	

Create Your Own Password

If you like, you may choose your own password. It must be at least 8 characters long with a maximum of 14. It must have at least 1 capital letter and 1 number. These may be at any part of the password. For example: appLetre3. It is subject to be changed if it doesn't meet the criteria. Print your password in the spaces below:

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Your password must be at least 8 characters long 

ORS IT Use Only	
Username:	Password:
Date Certificate Request Approved:	
Date username and password sent to user:	

Mail all pages to:

Mary S. Payson
Office of Research and
Statistics
SC Budget & Control Board
1919 Blanding Street
Columbia, SC 29201
mpayson@drss.state.sc.us