

Statement of Responsibility (SOR)



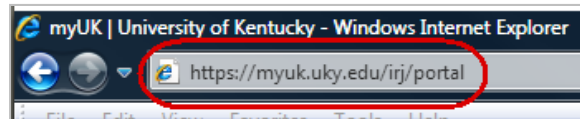
Process: A signed Statement of Responsibility (SOR) is required before access is granted in the IRIS SAP/BW systems. This QRC explains how to sign the SOR.

Role: IRIS/BW Users

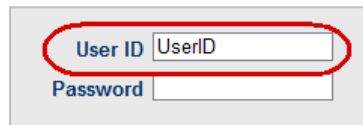
Frequency: Once

Navigating to the SOR

Go to the **myUK** webpage at:
<https://myuk.uky.edu/irj/portal>

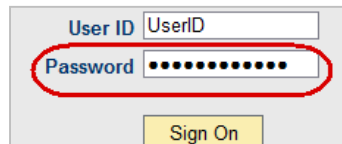


Enter your Active Directory/Link Blue
User ID

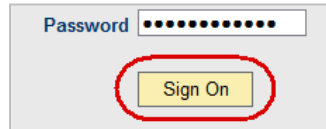


NOTE: Do not include the ad\ or mc\

Enter your **Password**



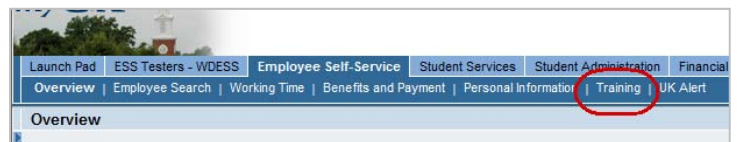
Click **Sign On** or press **Enter**



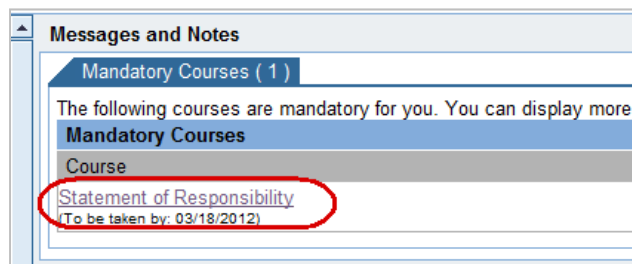
Click on the **Employee Self-Service** tab



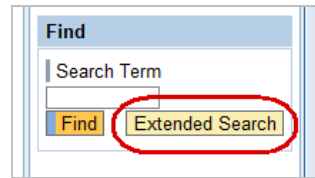
Click on **Training**



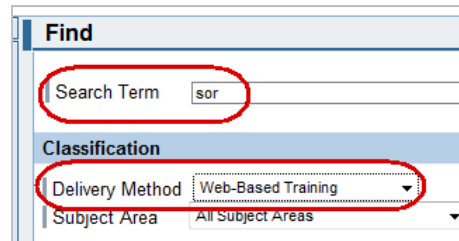
If the Statement of Responsibility is shown as a Mandatory Course, click **Statement of Responsibility**



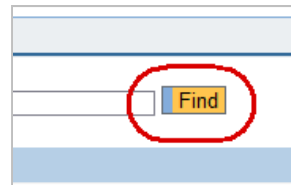
If it is not shown as a Mandatory Course, click on **Extended Search**



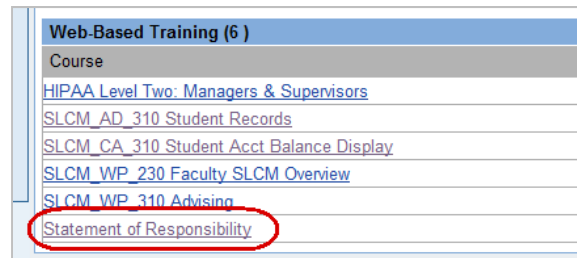
Enter "sor" as the **Search Term** and **Web-Based Training** as the **Delivery Method**



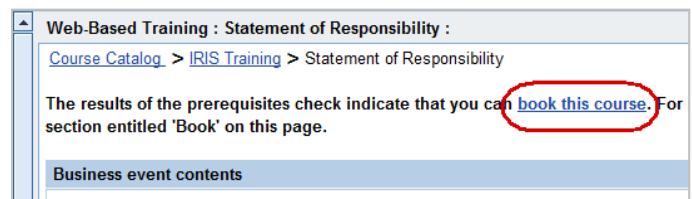
Click **Find**



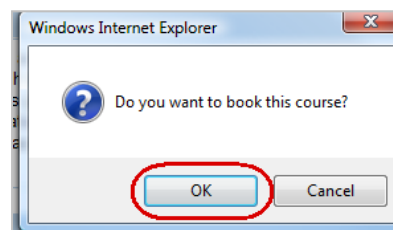
In the **Web-Based Training** section, click **Statement of Responsibility**



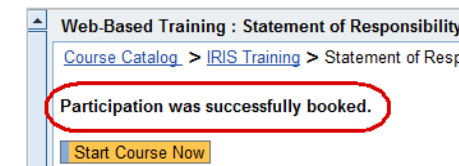
Click on **book this course** to register



Click **OK** to confirm the booking



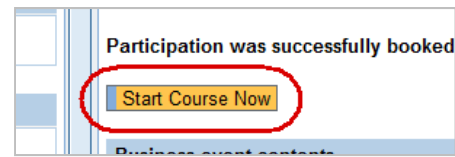
NOTE: You will receive a confirmation message that the booking was successful.



Quick Reference Card – IRIS Training Statement of Responsibility (SOR)



Click on **Start Course Now** to begin



Signing the SOR

Click on the **Forward** button in the lower-left corner to advance through the slides



When you get to the Statement of Responsibility:

1. Read the statement carefully and completely
2. Click in the **Yes...** radio button
3. Click on the **Submit** button

Statement of Responsibility

I understand that my right to view, alter, use, or share the information contained in the Integrated Resource Information System (IRIS) is limited to fulfilling the responsibilities directly associated with carrying out the functions assigned to me as an employee of the University of Kentucky. With a few specified exceptions (known as "directory information"), information from student records is confidential and protected under provisions of the federal Family Educational Rights and Privacy Act of 1974 (more frequently known as the Buckley Amendment), state law, and University policy, and may be used only for appropriate University purposes by authorized personnel.

I acknowledge that my misuse of information, including accessing information not directly related to my assigned work or the unauthorized release of protected information, will result in denial of access to IRIS and may result in disciplinary or legal action, including release from employment and legal sanctions.

I understand that when I receive a computer access code (username and password), I am liable for any and all activities on my accounts. I understand that my usernames and passwords are accorded the same significance as my handwritten signature and that delegation of my username and password to another person or my use of another person's username or password or data may be considered false representation.

Yes, I acknowledge and accept the responsibilities outlined herein. Further, I understand the consequences of failing to assure the appropriate use and confidentiality of information that is made available through IRIS.

No, I decline to accept the responsibilities.

Submit

When you reach the final slide ("Course Completion"), click on the **Log off** button

- In Internet Explorer – lower-right corner of the window
- In Firefox – lower-left corner of the window



Completing Participation

Note: After returning to the course web page, the page should refresh after a few seconds. You should then receive a system message confirming that your participation in this course has been completed. You may now safely navigate away from this page.

Web-Based Training : Statement of Responsibility :

[Course Catalog](#) > [IRIS Training](#) > Statement of Responsibility

Your participation in this course has been completed.