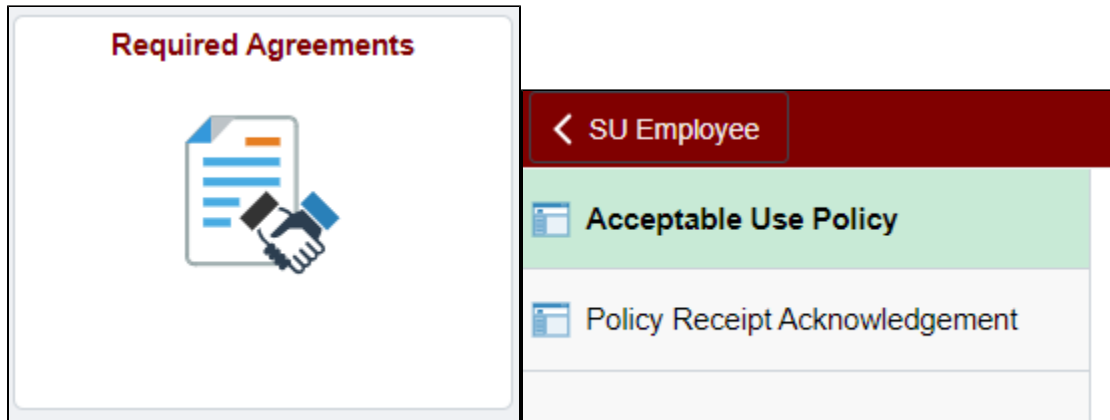# Signing the Acceptable Use and Policy Receipt Acknowledgement in GullNet

Employees need to sign the Acceptable Use Policy and Policy Receipt Acknowledgement sections to unlock their full access to GullNet.

For the Acceptable Use Policy :

- In the **Employee** tab select the **Required Agreements** tile then click **Acceptable Use Policy**
- Click **Continue**.
- Read the **Acceptable Use Policy** and click **Continue**.
- Click **Accept** and then click **OK**.

For the Policy Receipt Acknowledgement :

- In the **Employee** tab select the **Required Agreements** tile then click **Policy Receipt Acknowledgement**
- Click on the various links to review each policy. After the policies have been reviewed, a check box will automatically be placed to the right of the policy.
- Click on the button next to the appropriate **handbook**, then click on the **Handbook** link to review it. After reviewing the handbook, click on the "Clicked a handbook" **checkbox**.
- Click on the link to review the **Health Care Coverage Notice**.
- Enter your name in the **Signature** field.
- Click **Save**.

ⓘ

> **ⓘ Note**
>
> All boxes in the Policy Receipt Acknowledgement must be checked. The left hand boxes are manually checked in most cases. The right hand boxes and the radio buttons require you to click a link. Make sure all of the boxes on both the left and right side are checked before clicking Save.
>
>
>
> **Policy Receipt and Acknowledgement**
> **(For All SU Faculty and Staff Employees)**
>
> All new employees are required to review the following Salisbury University policies before network access is granted. Account access will not be granted until you have acknowledged receipt of these State of Maryland communications.
>
> Click the various links below to review each of the policies. After the policy is reviewed, the corresponding check box on the right will automatically be checked. Finally, click the box on the left for each completed section.
>
> ☑ USM/SU Discrimination Policies
>   USM Policy on Sexual Misconduct ☑
>   Policy Prohibiting Sexual Misconduct / Gender Discrimination ☑
>   Discrimination Procedures For Non-Students ☑
>   Discrimination Procedures for Students ☑
>   SU Policy Prohibiting Non-Sex Based Discrimination ☑
>   Non-Sex Based Discrimination Procedures For Non-Students ☑
>   Non-Sex Based Discrimination Procedures For Students ☑
> ☑ Executive Order 01.01.1991.16 State of MD Drug Abuse Policy ☑
> ☑ Employee Rights and Responsibilities Under FMLA ☑
> ☑ Policy on Reporting Suspected Child Abuse and Neglect ☑
> ☑ Campus Crime and Personal Safety: The Jeanne Clery Act - Acknowledgement ☑
> ☑ SU Fire Safety Report ☑
> ☑ SU Drug & Alcohol Prevention Program ☑
>
> I certify that I have been informed of the Handbook location available to me on the Salisbury University website (click the radio button for the appropriate handbook AND click the link of the handbook):
>
>   ○ Faculty Handbook
>   ◉ Staff Handbook   ☑ Clicked a handbook
>   ○ Student Employment
>
> ☐ Health Care Coverage Notice ☐
> ⟶ Enter your name as you would sign it and then CLICK SAVE.
> Signature: [_____]
> [Save] [Notify]   [Add] [Update/Display]
>
> Be aware that some of the links may be broken, or may download files to your computer. Once clicked, the check mark will appear on the right, regardless of whether or not it successfully opened.

Granting Access

The **Acceptable Use Policy** and **Policy Receipt Acknowledgement** can also be found under NavBar>Menu. Once these agreements have been completed, a job will run to process the agreements and grant you full access to GullNet. This job runs every four hours, starting at 12:00 AM each day.
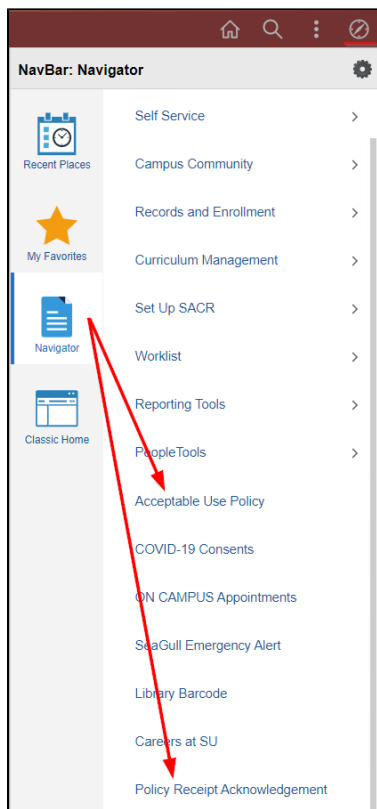
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