To obtain initial access to MachForm (including users who previously accessed with a generic email address) or to comply with the policy if you were previously granted access without reviewing the applicable policy, please perform each of the steps listed below:

INSTRUCTIONS FOR NEW MACH FORM USERS

1. Review the [MachForm page](#) webpage.

2. Review the [Information Privacy Statement Policy ACAF-IT-012](#).

3. Contact your Administrator to obtain the MachForm URL for the site for your group (department/school/unit/group). If you do not know who the administrator is, please contact iTech's Help Desk at 266-HELP or open a work order.

4. Fill out the [MachForm Privacy Compliance form](#) using the MachForm URL.

5. Advise your administrator that you have completed the steps so that they can assign you access.

   NOTE: If you are requesting an entirely new url (website address) for a department, etc., please open a ticket with the [iTech Help Desk](#) or call them at 266-HELP/266-4357.

Instructions for Administrators- please follow the steps below:

Create Individual Accounts:

Within MachForm create an individual account for each user instead of using a generic email address to allow multiple individuals to log into an account.

Use the [Configuring and Removing MachForm User Access instructions](#) to create an individual account. Delete Generic Accounts:

Delete the generic email address associated with a group that allowed the entire group to login to MachForms using the generic email address. Use the [Configuring and Removing MachForm User Access](#).

NOTE: Please follow the steps above and contact [compliance@usm.edu](mailto:compliance@usm.edu) with any questions or concerns.

Thank you for your time and attention to this matter.

Office of Compliance and Ethics