

EdTe\$t Sign-Up/Internet Security Form



Instructions:

- **School and/or Client Relations Manager** — Please complete all sections. In Section II, the school only needs to complete the white section. Section IV **MUST** be signed by the school.
- **Client Relations Manager** — 1) fax the signed hard copy form to the Help Desk at **916.526.7225** or send the form (electronic Word version) via e-mail to the Help Desk at Helpdesk@edfund.org with the logo image attached (both the sign-up form and the logo image should be attached in the e-mail; and 2) send the signed original form to EdFund's Moongi Hong, Security Officer.
- **Helpdesk/Security Officer** — 1) if a school logo is submitted, forward the image to the Communications Department for approval; 2) upon approval of the image by the Communications Department, forward the sign-up form and image to the Security Officer to establish security IDs for the school; 3) enter the school information into the database; and 4) e-mail the school's security ID to the Client Relations Manager.
- Receipt of the Security IDs for the school by the Client Relations Manager indicates the sign-up procedure is complete and the school can access EdTe\$t to customize their messages.

Section I — Demographic Information

Security Access Request Date	Client Services Manager Name	
School Name	School Code	
Mailing Address	City/State/Zip	
School Telephone Number		
Name of Main School Contact	Contact Telephone Number	Contact e-mail Address (You may designate additional contacts within the test)

Section II — Security Profile Information

EdTe\$t allows for certain customizable features that must be administered by the school. Please indicate an individual who will be responsible for maintaining this information. This individual will select customized school features within the test and will have access to information regarding students who have taken EdTe\$t.

User Name (To be completed by CRM)	User ID (To be completed by EdFund Security)	User Password (To be completed by EdFund Security)
1.		
2.		
3.		

The EdFund Help Desk will contact your Client Relations Manager with your user security passwords within five business days.

Section III — School Logo

EdTe\$t has the ability to display your school's logo during the entrance and exit counseling test. To be displayed, your logo must meet the following criteria:

- Image format: .GIF
- Image formatting: image must have a **transparent background**
- Image Dimensions: 2" x 2"
- Image should be saved as the School's Department of Education Code (e.g. 00115000.gif)
- Image can be no larger than 20k

Please display my school logo on the EdTe\$t Web site. Here is the name and phone number of our technical contact person:

Name of Technical Contact Person	Phone Number/E-mail Address
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Please provide the logo image via e-mail to your Client Relations Manager.

EdFUND USE ONLY

<input type="checkbox"/> Image Not Provided	Date Image Received by Help Desk	Date Forwarded to Communications	Date Received Back from Communications
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COMMENTS

Section IV — Legal Disclaimer

The School shall indemnify and hold harmless EdFUND, its officers, directors, employees, agents, and representatives against all liability, demands, claims, costs, losses, damages, recoveries, settlements, and expenses including without limitation claims based in tort or for personal injury (including attorney fees) directly or indirectly arising from or related to the School's use of the Web site, information obtained through the Web site or its breach of any term of this agreement. EdFUND shall not be liable for any claim or demand against the School by any other party for damages of any kind, including, but not limited to consequential damages, arising from the use of the Web site.

The School's use of this Web site may be audited and/or monitored on a periodic basis by EdFUND, and/or any State or Federal agency with a relevant interest. Further, EdFUND reserves the right to terminate at any time the School's use of this Web site.

Neither party shall be responsible for delays or failures in performance resulting from acts beyond the control of the offending party. Such acts shall include, but shall not be limited to, acts of God, fire, flood, earthquake, other natural disaster, nuclear accident, strike, lockout, riot, freight embargo, failure of public regulated utility, or governmental statutes or regulations superimposed after the fact. If a delay or failure in performance by EdFUND arises out of causes beyond the control of EdFUND, and without the fault or negligence by EdFUND, EdFUND shall not be liable for damages of this delay or failure.

All financial, statistical, personal, technical and other data or information relating to this Web site or information obtained through the use of this Web site is considered confidential as defined by law and shall be protected by the School from unauthorized use, disclosure or destruction through the observance of all Federal and California state information security and confidentiality laws and procedural requirements. EdFUND reserves the right to change the contents of this Web site without prior notice.

EdFUND retains all rights, title and interest, including any intellectual property rights, to any data, materials or works related to, developed or produced as part of this Web site. The School agrees not to disclose these items to any third parties without the prior written consent of EdFUND. Submission by the School of its logo to EdFUND constitutes authorization by the School for EdFUND's use of the logo in connection with this Web site. School warrants that the School is the owner of the logo and that EdFUND's use thereof will not violate any federal or state laws or regulations, or third party rights. The School shall retain all rights, title and interest to its logo. EdFUND gives the School permission to use artwork provided by EdFUND as a link on the School's Web site to access the product.

This agreement is exclusive to the undersigned School and shall not be assigned without the written consent of EdFUND. This agreement shall not be modified except in writing.

Any controversy or claim arising out of or relating to this agreement, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association under its Commercial Arbitration Rules, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. The forum for any arbitration under this agreement shall be in Sacramento County, California. In the event that any action, arbitration or proceeding shall be brought by either party hereto resulting from this agreement, the prevailing party shall be entitled to receive from the non-prevailing party all reasonable expenses incurred in connection with such action or proceeding, including, without limitation, court costs and attorneys' fees and expenses.

School Sign-Off

Signature ▶	Date
Print Name	Title

EdFUND
P.O. Box 419045
Rancho Cordova, CA 95741-9045
Help Desk Fax Number: 916.526.7225