

- 1 ChSCC relies heavily on its computer systems and the data stored in them. It's essential that these systems be protected from misuse and that they are accessed and maintained in a secure environment.
- 2 All personnel, including full time/part time staff/ faculty, adjuncts, contractors and student workers are covered in this policy.
- 3 There are two types of access types available for new hires. Which one is used depends upon the job tasks of the individual. This decision is made by the individual's supervisor:

  - Basic with Self Service Banner - provides access to email, TigerWeb and Self Service. All new hires will receive this type of access.
  - Special - this includes access to Banner, Procurement System, Sci-Quest, Argos reporting tool, BDMS, etc.
- 4 Both types of access are started by a workflow process that is found on the Technology Web Site. The initial request is submitted by a web form as part of the process.
- 5 E-mail is provided to all students and faculty staff through Office 365 in the cloud. Users are responsible for maintaining their own mailbox.
- 6 Always notify the Technology Division by service request if an individual is leaving or changing jobs. That way we can ensure access is reviewed and changed made as needed.
- 7 Emergency access removal can only be authorized by the employee's VP, VP of HR, or the President of the College.



For further guidance, read ChSCC 08:17:06 Computer Access:  
[technology.chattanoogastate.edu/policies-procedures](http://technology.chattanoogastate.edu/policies-procedures)