

Supersedes Policy No: Date:	<b>FLORIDA MEMORIAL UNIVERSITY INFORMATION MANAGEMENT AND TECHNOLOGY  POLICIES AND PROCEDURES</b>	<b>Policy No: PN0013</b> <b>Effective Date: 06/12/01</b> Attachment(s):
<b>SUBJECT: Computer Access Policy</b>		

Approved in Cabinet June 12, 2001

Updated 9/07

Updated 05/14

Updated 05/15

This policy governs the access to computer records, computer based networks and related equipment by the staff and faculty of Florida Memorial University.

Due to the nature of the University's electronic databases, security is important. The intent of this policy is to allow maximum freedom of use consistent with state and federal laws, Florida Memorial University technology policy and a productive work environment.

Individuals may use Florida Memorial University computer facilities and equipment only with the express consent of the University administration.

Authorized users of Florida Memorial University computers include faculty, staff and students of the University. The type of databases and services that are available for access include:

- SCT Enterprise Resource Planning System
  - Admission (PowerCampus)
  - Registration (PowerCampus)
  - Students Accounts (PowerCampus)
  - Financial Aid (PowerFAids)
  - Financial Accounting (Great Plains)
  - Budgeting (PowerCampus)
  - Housing (PowerCampus)
  - Facilities (PowerCampus)
  - Alumni Development (PowerCampus)
  - Capital Asset Management System (PowerCampus)
- Bookstore Inventory and Point-of-Sales (Riverview)
- CBORD Odyssey System
- IDMS Image System
- Capital Management System (CMS)
- Library Innovative System
- E-Mail and Internet Access

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**a) ID's and Passwords**

To access any of these systems you must obtain a valid user login ID and password. The end-user password must contain a minimum length of seven (7) characters. It also must contain mixed upper case and lower case alpha/numeric characters (i. e. Sumxx16, 97Tlcy, aCu0954, 45xx6Ls).

The employee must complete a Service Request Form (SR) and must obtain a signature from his/her supervisor requesting access to particular system(s). The signed form must be returned to IMT. Information Management and Technology will provide proper authorization within two working days. Depending upon circumstances, IMT will process the request in one day. Upon completion of the process the employee will be notified by e-mail. The computer request form will be filed in the IMT administrative offices.

If access to particular database or system is denied, the member of the Administrative Services team will contact the employee immediately.

**b) Access Authorization**

For access to financial information, the Vice President of Business and Fiscal Affairs provides the Office Information Management and Technology with written authorization. The Executive Vice President for Academic Affairs and Provost through the University Registrar provides the Office of Information Management and Technology written authorization to student records.

**c) Authorized Administrators**

Admission (PowerCampus)	Director of Admissions
Registration (Power Campus)	Registrar
Bursar (Power Campus)	Controller
Financial Accounting (Great Plains)	Controller
Capital Asset	Controller
Financial Aid (PowerFaids)	Director of Financial Aid
Budgeting (Power Campus)	Director of Budgeting, Financial Analysis and Cash Management

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Student Accounts (PowerCampus)

Housing (PowerCampus)

Facilities (PowerCampus)

Alumni Development (PowerCampus)

Capital Management System (CMS)

Bookstore Inventory and

Point-of-Sale (Riverview)

Odyssey One Card System

ID Image System

Library Innovative System

Director of Budgeting, Financial  
Analysis and Cash Management

Director of Residential Life

Director of Facilities and Plant  
Management

Director of Alumni Affairs

Campaign Coordinator

Director of Auxiliary Services

Bursar

Duplication Manager

Director of Library