

**Title** – ERP Change Access Policy

**Policy Abstract** – Birmingham-Southern College employees use an ERP solution for the campus database. As changes in employee responsibilities occur it is important to properly manage access to ensure integrity of the system. This policy governs how those changes take place.

**Responsible Office** – Information Technology, Administrative Systems

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**Applies To** – Information Technology, Administrative Systems

**Effective Date** – 2/2013

1. **Introduction/Background** – The ERP system contains vital College data and thus requires proper security to protect it. The following definitions explain the systems involved.
  - **Colleague** – Main database system presenting screens to allow adding, updating and deleting of information. Vendor delivered reporting capabilities may also be included in access granted in this system.
  - **TheSIS** – Alternative access to the Colleague database for the purpose of web distribution providing some database updating and limited reporting capabilities.
  - **Informer** – Report writing system accessing the main Colleague database to allow specialized report building and dashboard access of summary data.
2. **Purpose** – As employees join the College or assume new or different responsibilities that require access to the ERP it is necessary to manage it in accordance with best practices.
3. **Applicable Regulations** – FERPA and SACS-COC Comprehensive Standard 3.9.2 – Confidentiality of Student Records and 3.11.3 – Physical Resources
4. **Policy Statement** – Changes in access to the ERP system will be granted as described below.
  - A request in writing from the supervisor of the requesting employee must detail the access to be given. BSC e-mail is the preferred method of communication for this purpose.
  - The request should list each screen, file, and field to which the employee should be granted access. In the event a security access class already exists either for an existing employee or from the employee previously holding the position, it is acceptable to reference that in lieu of a detailed list of each screen, file and field.
  - In cases where employees will be given access to student data the employee must also follow the prescribed FERPA requirements as set forth by Academic Records.

5. **Details** – An annual financial audit of the College contains a technology component whereby this is verified each year. Non-compliance with this policy would be reported in the form of comments in the management letter of the audit.
  
6. **Definitions** –
  - ERP is a term meaning Enterprise Resource Planning. This is an industry standard term referring to software applications used to operate the business function of an organization.
  - FERPA is the Federal Education Rights and Privacy Act.
  - SACS-COC is the Southern Association of Colleges and Schools, Commission on Colleges.
  
7. **References** –
  - FERPA - <http://www.bsc.edu/records/ferpa/tutorial.cfm>
  - SACS-COC *The Principles of Accreditation 2012 Edition*.