

# Privilege Management Policy

## Purpose and Scope

- The purpose of this policy is
  - To describe the privileges available for different multi-user systems on the Wofford campus network
  - To provide a formal authorization process for these privileges.
  - To provide ways of periodically reviewing access to these privileges.
- This policy applies to anyone needing access to Wofford College network systems, such as Banner or the Active Directory domain.

## Policy

- The access privileges associated with the Banner database are the following:
  - Read-only access: able to view, but not change data using the Banner forms
  - Read-write access: able to view and change data using the Banner forms
  - Third-party access: able to view Banner data using third-party reporting tools, such as MS Access and Crystal Reports.
  - Administrative access:
    - In accordance with the Banner Data Security Policy, only the Banner DBA will have access to directly modify Banner data at the table level
  - Read-only, read-write, and third-party access will be granted by the Banner Database Administrator (DBA) in accordance with the Banner Data Security Policy
  - Administrator access is granted, under the authority of the Vice President of Technology, only to the Banner DBA and the Banner System Administrator.
- The access privileges associated with the Banner Web self-service interface to the Banner database are the following:
  - Student: able to see the “Student Services and Financial Aid” menu
  - Faculty: able to see the “Faculty Services” menu
  - Alumnus: able to see the “Alumni Services” menu
  - Budget Managers: also able to see information about budgets for which they have responsibility
  - Web Tailor: also able to make limited changes in the form as well as the look and feel of Banner Web
  - The Student, Faculty, and Alumnus designations correspond to a person’s status in the Banner database
  - Budget Manager access is granted by the Business Office.
  - Banner Web Tailor access is granted by the Banner DBA.

- The access privileges associated with the Active Directory domain are the following:
  - User access
    - User access privileges are the same for students, faculty, staff, and retirees
    - User access privileges include access to the user's home directory, web directory, and email account.
  - Help Center access
    - In addition to the user access privileges, Help Center staff are allowed to change passwords, unlock accounts, manage documents in print queues, and view, but not change, user account settings
  - Network Administrator access
    - In addition to the user access privileges, the Network Administrator is granted access to the campus DNS and DHCP servers.
  - Administrator access is granted, under the authority of the Vice President of Technology, only to the System Administrator and the Server Manager.

### **Enforcement**

- In June and December of each year, the Banner DBA will send reports to data owners listing users who currently have access to data for which the data owner is responsible. The data owner can notify the DBA of accounts that should be disabled.
- Each year, the Active Directory system administrator will check domain accounts against a list of eligible users from Banner. Ineligible accounts will be deleted.
- In accordance with the Banner Data Security Policy, unauthorized or inappropriate use of data or lack of adherence to security policies and procedures will not be tolerated and may result in disciplinary action, which may include termination of employment.
- The college reserves the right to temporarily suspend an Active Directory user's access privileges or to disconnect a user's network port if it appears that any applicable College policy has been violated or that a user's activity is a threat to the operation of our network system

### **Responsibilities**

- |                                    |                          |
|------------------------------------|--------------------------|
| • Banner access                    | Reba Epton, 597-4270     |
| • Banner Web budget manager access | Lani Foster, 597-4223    |
| • Active Directory                 | Ron Wood, 597-4273       |
| • Administrative access            | David Whisnant, 597-4294 |