

Atlas Security User Access Rules Agreement

Requester's Name: _____ Department: _____
(Print Full Name) Campus: _____

Access to **Atlas**, including its hardware, software data and any other information obtained from it in whatever form, is subject to the following rules:

1. Valencia Community College has entered into non-disclosure agreements with vendors of various computer software products. Documentation materials regarding this software must not be revealed (including object code and source code, in the case of technical staff).
2. **All personally identifiable information is confidential** and the user will not reveal such information except to the extent required by his/her job responsibilities. Users must familiarize themselves with the Valencia Community College Student Records Policy 6Hx28:10-09.
3. **All information is to be used only for institutional purposes.** The user must not, without proper authorization, utilize computer equipment or programs to gain access to, copy, or obtain for personal use or information, records or information owned or possessed by the college.
4. The user must call up or view only that information required to complete his/her job responsibilities.
5. The user must take care not to alter, damage or destroy a computer system, computer network, the software program, data contained in a computer, computer system or computer network, and must not gain access to or alter a computer system, network program, or data, without proper authorization.
6. The user must at all times utilize **Atlas** in accordance with established standards and procedures.
7. The user must change his/her personal password **at least quarterly** as an aid in maintaining security. The user's personal password must not be the same as the departmental password:
 - All Banner passwords will be set to automatically expire 90 days from the date of the last password change. After 90 days use of the same password, you will be required by the system to change your password before you will be allowed access to the Banner system. [Please note that you can change your password at any time by using GUAPSWD.] This applies to each instance of the Banner database (pre-prod, test, and production).
 - Your account will be locked after 5 failed log in attempts. You will need to contact the OIT Help Desk to reset your account if this occurs.
 - In order to enhance desktop security, we are asking all Banner users to activate a screen saver password on their computer with a timeout value of no more than 45 minutes. It is still recommended that you close the Banner session if you know you will be away from your desk for a long period of time. (Instruction on how to do this are available at <http://valenciacc.edu/oit>, click on Tip of the Week)

I acknowledge that I have read these rules and received a copy of both the User Access Rules and College's Student Records Policy 6Hx28:10-09. (A copy is available at <http://valenciacc.edu/policies/PDF/10-09.pdf>).

User Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____



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Confidential

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