Nashville State Community College

TECHNOLOGY SERVICES DIVISION POLICIES

08-13-00 Argos Access Authorization Policy

PURPOSE

The purpose of this policy is to establish access controls to maintain the security, privacy, and integrity of Argos reports.

POLICY

1. **Access and Use**

   A. User agrees to abide by the Nashville State Community College Acceptable Use Policy.

   B. User access must be approved by the User's supervisor.

   C. User's access is limited to the information necessary and appropriate for the user

   to perform the job duties and functions assigned.

   D. User's access is granted to one of the following Argos security groups:

      1. *Records:* REC_DIR, REC_CLERKS, REC-VETS
      2. *Admissions:* ADM_DIR, ADM_CLERKS
      3. *Financial Aid:* FA_DIR, FA_TECH, FA_COOR, FA_OTHER
      4. *Payroll:* PAY_DIR, PAY_OTHER
      5. *Finance:* FIN_DIR, FIN_OTHER
      6. *Development:* DEV_DIR, DEV_OTHER
      7. *Institutional Research:* IR_DIR, IR_OTHER
      8. *Academic Affairs:* AA_DEANS, AA_SECR, AA_OTHER

2. **Report Authorization**

   A. Banner Data Owners must authorize the Argos security group to have access to a report of data on a TSD Security Access Authorization Form for Banner & Related Systems.

   B. Data Block Designer access is limited to Technology Services Division staff.

3. **Account Creation/Removal**

   A. Active Directory accounts are created, enabled, and deleted per Authorization of Use Policy A 8.0.

   B. Banner Data Owners must authorize the employee to Argos security group on a TSD Security Access Authorization Form for Banner & Related Systems.

4. **Programming Standards**

   A. All programs in Argos follow the Banner Programming Standards D 3.0.

   B. Program Naming: Argos names are descriptive as requested by the Banner Argos Report Owner.

CHANGE LOG

Date	Change	By
11/22/2017	New procedure	PAK
3/16/2021	Formatted for new policy format	PAK
8/18/2023	Changed Authorization form name	BR

Approved by President's Cabinet 6/14/21; updated 12/11/23