

Title: Datatel Account Creation Policy

Applicable: Furman University Faculty and Staff

Contacts: The Computer Help Desk ext.3277

Background: This policy addresses who is authorized to have a Datatel account and for what purpose they may use Datatel.

Policy: Current Furman faculty and staff whose jobs depend on access to the Datatel system will be given access to the system. If a user's job does not depend on using Datatel, then no access will be granted.

Guidelines:

- 1) Current Furman faculty and staff whose jobs depend on access to the Datatel system will be given access to the system. If a user's job does not depend on using Datatel, then no access will be granted.
- 2) A request for new user access must be completed and signed by the user's supervisor and submitted to Administrative Services.
- 3) When a user transfers to a new department, Administrative Services should be informed by the user's new supervisor of the access needed.
- 4) When a user leaves the University, their access to the administrative system is terminated immediately upon Administrative Systems receiving such notification.
- 5) As with any personal account, users must not share their username or password with anyone. All users are responsible for all material originating from their account. Any vulgar, inappropriate or harassing material originating from your account could result in the termination of the account, disciplinary action and/or possible criminal charges. For more information on the University's harassment policy please refer to University policy 094.1 Harassment.