

## **NORTHLAND COMMUNITY AND TECHNICAL COLLEGE**

### **5110 INFORMATION SYSTEM RIGHTS**

To maintain the appropriate segregation of duties among employees, rights for accessing NCTC data on the Integrated Statewide Record System (ISRS), Minnesota Accounting and Procurement System (MAPS) and the Statewide Employee Management System (SEMA4), will be determined and approved by the requesting Supervisor, and forwarded to the designated NCTC coordinator for processing. Upon internal transfer or separation from employment, the Supervisor will request deletion of access rights related to the position being vacated.

College employees shall not allow other individuals access to the authorized systems using their rights. All rights will be reviewed periodically by administration.

Date of Implementation: 1/11/05

Date of Adoption: 1/11/05

Date & Subject of Revisions: 4/6/07 – minor language changes

3/30/10 – changed title, added reference to other systems