



## Blue Mountain Community College *Administrative Procedure*

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**Procedure Title: Gaining Computer Access to Campus Systems**  
**Procedure Number: 04-2005-0002**  
**Board Policy Reference: IV.A.**

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**Accountable Administrator: Director Human Resources**  
**Position responsible for updating: Director Human Resources**  
**Original Date: 10/17/2005**  
**Date Approved by Cabinet: 11-01-05**  
**Authorizing Signature: Signed original on file**  
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### **Purpose/Principle/Definitions:**

**AIS** (Administrative Information System) - Main integrated data source for student, course and financial information (WolfTrax).

**FERPA** (Family Educational Rights and Privacy Act of 1974) - Student/staff privacy guidelines

### **Guidelines:**

- As a new employee is hired, Human Resources (HR) will work with the employee to sign the FERPA Access document and Electronic Use Policy document. HR will initiate the process of getting computer and/or phone accounts set up (if necessary) and informing the Executive Assistant to the President and the Web Developer of phone extensions of new employees.
- When an employee (new or existing) needs access to the AIS system, the employee's supervisor will contact Human Resources for initial training.
- Once the employee has attended "basic" training (Admin View and FERPA), the HR Specialist will create a user account.

### **Student Employees**

Once a student employee completes all of the new hire paperwork with the Student Employment Coordinator (SEC) in Financial Aid, the SEC will contact the Student's supervisor who will follow the same process for student access to WolfTrax as for other employees (above).

- The following table lists primary and backup contacts for training modules if additional, module-specific training is necessary:

<b>Training Module</b>	<b>Contact person</b>	<b>Backup Contact (use only if main contact not available)</b>
Accounts Receivable Advisor	Accounts Receivable Clerk Director, Advising Testing & Student Disability Services	Projects & Reporting Accountant Registrar
Authorize Course Management	A/P Clerk Director, Instructional Operations	Projects & Reporting Accountant Office of Instruction
Financial Aid	Financial Aid Director	Financial Aid Specialist
General Ledger	Project & Reporting Acct	None
RaPS	A/P Clerk	Project & Reporting Accountant
Student Management	Registrar	Enrollment Specialist
Staff Web	Human Resources Specialist	As needed

- Once module-specific training has taken place, the contact person for that module will grant the user the appropriate access based on the employee’s job needs.

**Special Forms: (Available on Staffweb)**

- BMCC Staff Electronic Resource Procedure
- Employee Statement of Understanding of the Family Educational Rights and Privacy Act of 1974 (FERPA)