APPLICATION AND SYSTEM ACCESS POLICY

Policy Statement

It is the policy of the university to promote secured and appropriate access to its applications, and to the systems and data used, processed, stored, maintained and/or transmitted in and through those systems. This policy defines individuals’ responsibilities in promoting secured and appropriate access, and applies to all university systems.

Reason for Policy/Purpose

University-owned applications and systems, including the data stored therein, have a significant value and are an integral part of the infrastructure that supports the university’s mission, goals and critical operations. It is essential that access to and use of the university’s applications, systems, and data are properly secured and protected against information security related threats and dangers.

Who Needs to Know This Policy

Faculty, staff, students and contractors

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Access to university-owned applications and systems is conditioned upon user observance of the Acceptable Use Policy for Computing Systems and Services and the policies referenced in the Related Information section of this policy. Access to and use of university-owned applications and systems are governed according to the procedures set forth in the Request for EAS Access / Existing Access Changes Form. Access may be revoked if either the Acceptable Use Policy for Computing Systems and Services or this policy is violated. Other action, up to and including termination of university employment, may also be taken, depending on the particular violation. All users are required to adhere to the following rules in order to use, access, store, process, and/or display data acquired from university-owned applications and systems. In addition, contractors and their associated employees and agents must adhere to and agree with the Contractor Use of Network and Information Technology Infrastructure Agreement (see Appendix A).

1. Access to university-owned applications and systems is granted solely to conduct legitimate business on behalf of the university.

2. Access to specific system functions and data populations is consistent with each user’s scope of employment.

3. Access requests are initiated by written request from home department managers who have knowledge about their users’ legitimate need to access/change financial data. Access requests for academic department users must be approved by all applicable financial personnel (if access requests involve a single school, then only that school's financial personnel’s approval is required).

4. User accounts will remain active until a user’s employment relationship either changes or terminates, or a dormancy period is exceeded. The dormancy period is set as 180 days. (Note that dormancy periods for passwords may be shorter).

5. Directors are notified of all access changes for their users.

6. All contractors and their associated employees and agents must read, agree, and sign the Contractor Use of Network and Information Technology Infrastructure Agreement before access to GW networks and/or systems is permitted, and must adhere to the policies set forth in the Related Information section of this policy.

All Enterprise Accounting System (EAS) user accounts must be requested using the Request for EAS Access / Existing Access Changes Form. Detailed procedures for
completing the form are available at this link. All Banner system user accounts must be requested using the Banner System Access Request Form. Time Reporting system access accounts must be requested using the Request for TRS Access / Existing Access Changes Form. Access to other systems may be obtained via GW Account Central.

Completed Request for EAS Access / Existing Access Changes Forms should be faxed to (202) 994-9666 or delivered to the EAS Security Administrator in the Financial Systems Support department for processing. Obtain required approvals prior to submission. Once the user account has been created or updated, the user will receive an e-mail notification with his or her login account and initial password. Passwords must be changed upon initial login.

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**Forms / Instructions**

Banner System Access Request Form  
Request for EAS Access / Existing Access Changes Form  
Request for TRS Access / Existing Access Changes Form

**Website Address for This Policy**

GW University Policies

**Contacts**

<table>
<thead>
<tr>
<th>System</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
<th>Fax</th>
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<tbody>
<tr>
<td>Banner</td>
<td>Financial Systems Support</td>
<td>202-994-4948</td>
<td><a href="mailto:sysuid@gwu.edu">sysuid@gwu.edu</a></td>
<td>703-726-4404</td>
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<tr>
<td>ISS Help Desk</td>
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<td>Financial Systems Support</td>
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<td><a href="mailto:sysuid@gwu.edu">sysuid@gwu.edu</a></td>
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<tr>
<td>myGW Portal</td>
<td>University Web Services</td>
<td>202-994-8505</td>
<td><a href="mailto:uws@gwu.edu">uws@gwu.edu</a></td>
<td>703-726-4414</td>
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<td>Enterprise Accounting System (EAS)</td>
<td>Financial Systems Support</td>
<td>202-994-4948</td>
<td><a href="mailto:ithelp@gwu.edu">ithelp@gwu.edu</a></td>
<td>703-726-4404</td>
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<tr>
<td>EAS Help</td>
<td></td>
<td>202-994-4948</td>
<td><a href="mailto:cashelp@gwu.edu">cashelp@gwu.edu</a></td>
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Applications and System Access Policy

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<tr>
<th>Desk</th>
<th>Data Warehouse</th>
<th>202-994-4948</th>
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<td>Data Administration Team</td>
<td>Endowment Tracking System</td>
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<td>Financial Systems Support</td>
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<tr>
<td>Desk</td>
<td>Time Reporting System (TRS)</td>
<td>703-726-4277</td>
<td><a href="mailto:timerep@gwu.edu">timerep@gwu.edu</a></td>
<td>703-726-4404</td>
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<td>Desk</td>
<td>Time Reporting Security Administration</td>
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Definitions

**Enterprise System**
A computing system maintained by Information Systems and Services that is used by more than one department, and that contains financial, managerial, confidential or other sensitive or mission critical information. Examples of Enterprise Systems include *Banner*, the *Kronos* time reporting system, and *Oracle*.

Related Information

- [Acceptable Use Policy for Computing Systems and Services](#)
- [GW Account Central](#)
- [Information Security Policy](#)
- [MyGW Portal Terms of Service](#)

Appendices

- **Appendix A** Contractor Use of Network and Information Technology Infrastructure Agreement

Who Approved This Policy

Louis H. Katz, Executive Vice President and Treasurer
<table>
<thead>
<tr>
<th><strong>History/Revision Dates</strong></th>
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<tbody>
<tr>
<td><strong>Origination Date:</strong></td>
<td>June 23, 2004</td>
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<tr>
<td><strong>Last Amended Date:</strong></td>
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<tr>
<td><strong>Next Review Date:</strong></td>
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APPENDIX A

The George Washington University
Contractor Use of Network and Information Technology Infrastructure Agreement

Maintaining the security of information stored, processed, displayed and/or transmitted in university owned applications and systems is a responsibility shared by all users of those systems, including contractors. All users have certain security-related responsibilities to protect university information from unauthorized access, modification, disclosure, or destruction. Contractors and their associated employees and agents are expected to be familiar with and comply with this agreement before any computing device can be connected to or used over The George Washington University’s computing network.

Conditions for Connecting to the University Network

As a condition of using The George Washington University’s network, IT infrastructure, applications, systems, and its associated information and data, the contractor and/or individual agrees to all of the following (please initial each condition):

_____ I have received approval from a GW authorized official to use the network, IT infrastructure and/or information and data.

_____ I have read and understood the following: Information Security Policy, Acceptable Use Policy for Computing Systems and Services, and the Application and System Access Policy. These policies are available at compliance.gwu.edu/find-policy.

_____ I will use the network, IT infrastructure and/or information and data in accordance with all university policies and associated laws applicable to the type of information stored, processed, displayed and/or transmitted thereof.

_____ I will immediately report any security related incident to the Information Security Office at (202) 994-7803 if the computer device that contain GW “Official Use” or “Confidential Data” is lost, stolen, or compromised.

_____ I will not allow unauthorized individuals to access and/or obtain GW owned “Official Use” and “Confidential Data.”
APPLICATION AND SYSTEM ACCESS POLICY

______ I will not access, or exceed authorized access, and/or obtain information from any system in which I do not have authorization.

______ I will protect and will not distribute the authentication mechanism i.e. passwords, or token information used to access GW owned IT computing resources.

______ I will install an approved personal firewall, and anti-virus software on the computing device or any other equipment use to access the network, IT infrastructure and/or information or data.

______ I will update and install the patches for the personal firewall, anti-virus software, and the operating system on a daily basis.

______ I will lock the screen when not in use.

______ I understand that using the university owned network, IT infrastructure and/or information is a privilege and can be withdrawn at any time due to misuse or non-compliance of this agreement.

_____ Upon termination and/or contract expiration, I will immediately surrender all work for hire and remove all GW “Official Use” and “Confidential Data” from non GW-owned computing systems and device(s).

**Signature**

User: _________________________________ Date: __________________

(Print Name)

User: _________________________________ Date: __________________

(Signature)

cc: Department Head

Information Security Office