



Document Number	Computer Access Policy for UNCG Facilities Employees SOP, D.2.01
Owner/Contact Information:	
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Last Revised/Reviewed:	
Related Policies and Procedures	

1. Purpose/Introduction

It is essential that ALL Facilities staff have the ability to review their monthly pay-stub, access their UNCG e-mail account, and browse various websites pertaining to University benefits and communications on a regular basis. In 2011 the University completed an effort to make most publications and communications available on-line; therefore, our staff should have access to these electronic documents.

2. Definitions

University Policy regarding Acceptable use of computers:

- Any use of UNCG owned computer assets, or use of non-UNCG owned computers assets for UNCG business is governed by the UNCG Acceptable Use of Computing and Electronic Resources. (http://policy.uncg.edu/university-policies/acceptable_use/).Facilities staff is responsible for abiding by this policy.

This departmental policy applies only to UNCG Facilities staff not assigned a computer as part of their workplace tool-kit.

Location of available computers for use by staff not assigned a computer as part of their tool kit may use computers in the following locations:

- ITS Labs in Bryan 211, & 221, Curry 304, Eberhart 160, Graham 202 & 313, MHRA 1305
- Moore 322, Petty 222, Stone 127, Super lab (Library)
- All computers in the UNCG library in addition to the Super lab
- Campus Supply Building
- Computer stations in Sink building first floor break area
- Computers in Mossman, outside Registrar's office. These computers are for UNCG sites only
- Grounds conference room workstations

3. Procedural Steps

3.1 Allowable time for computer use: Facilities staffs covered by this policy are allowed up to one hour per week of computer use. Computer use time is in addition to designated meal and other breaks. Staffs covered by this policy are responsible for coordinating the most ideal time for computer use with their supervisor. Supervisors may designate periods during the workday during which staff can use computers if needed to ensure that business needs are met. Employee should use the computer in the location which is most convenient to their location of work, or as directed by their supervisor in order to maintain the level of service of the unit.

3.2 **Log in:** Employees will be required to login for each use. Employees will be required to keep their computer account active, passwords current, check their UNCG e-mail, know their University ID number, ensure that they not leave sessions open and to not leave printouts in printers on desks.

3.3 **Training:** Training will be provided at time of on-boarding a new staff member in how to create a computer account, maintain their accounts active, keeping password current, access pay stub, and check email. A brochure on how to do these activities will be provided to the new staff member during on boarding. In addition, training on a quarterly basis will be made available to employees so that they will be familiar with how to reset their password, how to access email and their pay stub, and how to print. Employees who require additional training beyond standard offerings may request resources via their Supervisor and visit the Facilities Training web site.

4. Revision Table

Revision #	Section #	Summary of Changes	Approval Date