

## GA 23. Guest/Visitor Access and Technology Use Policy

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Title:	<b>Guest/Visitor Access and Technology Use Policy and Procedure</b>
Policy Number:	GA 23/07.18
Effective Date:	July 24, 2018
Issuing Authority:	Office of the President

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### 1. RATIONALE

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RHU maintains an atmosphere that is open and allows guests and visitors access to resources, as long as such access does not compromise the integrity of the systems or information contained within the campus and does not introduce malicious software or intent to the internal network.

### 2. Policy

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Guest and visitor access shall be classified into two types as described below:

- Standard – Access granted to internet resources and institutional resources located online.
- Special – Access granted above plus any internal access as requested by an individual with the authority to do so.

Internal Access may include:

- ✓ Wireless LANs
- ✓ Wired LANs
- ✓ Singular or multiple file access
- ✓ System access such as SIS, ERP, Moodle, Access Control System, etc.

Under no circumstances should visitors be given special access unless permission has been obtained from the appropriate administrative personnel (i.e. a signature from one of the personnel above) along with detailed description of access.

To obtain guest/visitor access users should contact the RHU IT Department with their requested system access requirements using the attached *Authorization of User Access form*.

### 3. Procedure

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This procedure will indicate how guests and visitors to campus should obtain access to RHU's technology resources.

1. Obtain contact information from user needing access:
  - a. Name
  - b. Phone
  - c. Email
2. Fill out the enclosed Authorization of User Access Form.
3. Submit the form to the IT CSS Department.
4. Access will be created as soon as possible. Confirmation will be sent to requesting employee once access has been created.

#### 4. STAKEHOLDER IMPACT AND SCOPE

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It is the responsibility of each RHU student and staff member to familiarize themselves with policies and procedures relevant to their area of work, and execute their responsibilities in reviewing petitions and completing forms accordingly.

#### 5. RELATED DOCUMENTS

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IT Manual

#### 6. APPROVAL AND REVIEW

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**OFFICER RESPONSIBLE:** VP for Development and Information Technology

**AUTHORITY:** University Administrative Board

**POLICY REVIEWED BY:** VP for Development and Information Technology, Client Support and Services Supervisor

**EFFECTIVE DATE:** July 24, 2018

**REVIEW DATE:** As needed

**REVISION HISTORY:** None.

**RELATED POLICIES:** All University Policies and Procedures

**FINAL APPROVAL BY THE PRESIDENT:**

**Signature:**

**Date:**