Policy Name:	ERP (Enterprise Resource Planning) System Access Policy		
Policy No:	6.9	**Approval Authority:**	Senior Management Team
Volume:	6, Computer Services	**Responsible Executive:**	Director, Computer Services
Chapter:	9, ERP System Access	**Responsible Office:**	Computer Services
Originally issued:	July 2011	**Revisions:**	March 2019

Policy Statement

Employees who require access to the Enterprise Resource Planning (ERP) System must have their Supervisor contact the Director of Computer Services to determine what form that access should take.

Reason for Policy

Recognizing that NSCAD University's ERP system is a large, integrated system to which employees will require access, this policy provides a mechanism for granting appropriate access, while maintaining tight security protocols.

Policy Applies to

- All interfaces to the NSCAD University ERP system.

Who Should Read this Policy?

- All Faculty, Staff and Administrators.

Contacts

Please direct any question on policy meaning or application to the Director, Computer Services, 902-444-7203 or computer@nscad.ca.

Definitions

Employees: All Faculty, Staff and Administrators

ERP: Enterprise Resource Planning system. Currently a vendor-provided product called Colleague, it is a large integrated database that helps direct administration of the University through established best practices.

UI: User Interface

The Policy

Guidelines

1. All employees are granted access to the ERP via the current self-service interface (WebAdvisor) in order to receive and review information of personal relevance to them.
2. Employees who require system reports that prepare and summarize data are granted access through a variety of reporting tools.
3. Only employees who have the established authority to do data entry or adjust data receive direct access to the integrated database through the Colleague UI designed to provide that level of access.
4. Authority for Colleague UI access is established by job requirements in coordination with the Director, Computer Services and Senior Management.

Forms and Tools:

N/A

ERP System Access Policy: https://nscad.ca/site-nscad/media/nscad/6.9ERPSystemAccessPolicy.pdf