



This document provides an overview of Concordia University – Portland’s Policies and Best Practices. Any questions should be directed to [support@cu-portland.edu](mailto:support@cu-portland.edu).

**1. Information Privacy:**

- a. No information generated, communicated or stored on a corporately owned system is personally private. All information is considered property of Concordia University - Portland.
- b. Be aware of possible breaches of privacy when exporting or sending confidential data.
- c. Personally Identifiable Information (such as SSN, credit card numbers, names, birth dates, etc) must be stored in a secure location.
- d. If the data is electronic it must be stored on secure network shares, not local PC hard drives, thumb drives, CDs, etc.
- e. If the data is printed it must be stored in a secure location and shredded when discarded.

**2. Acceptable Use:**

- a. University owned systems, including telephones, are not to be used to spread profanity, obscenities, sexual innuendo/jokes, harassment of any kind, and are not intended for the exercise of the user’s right to free speech.
- b. The primary function of the computer network is to support the academic endeavors of students, faculty and staff.
- c. Access only authorized network resources. Users are prohibited from reading, modifying, deleting, or copying information that is not intended for their use.
- d. University computing resources may not be used for any activity that is illegal, unethical, or contrary to the educational goal of the University.
- e. Damage due to negligence or willful vandalism to University-owned systems may result in all privileges immediately revoked.

**3. Login and Password for Users:**

- a. Users must not disclose their password to anyone, including University staff, or write it down.
- b. Users must not share their usernames with others.
- c. Passwords must be at least 6 characters, contain at least one capital letter, one lower case letter, one non-alphabetic character, and difficult to guess.
- d. Banner passwords will be required to change every 90 days.
- e. Users must not leave their system unattended at any time without logging out or otherwise securing their system.
- f. Users may not share accounts or log on for others to use.

**4. Network Access for Users:**

- a. Internet should be used for business activity except for limited personal use as described above.
- b. Users are prohibited from allowing others to use their username and password to access the network.
- c. Computers not owned by the University may not be used on the campus’ secure administrative network.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name (print): \_\_\_\_\_

# CUP Technology Access Request

Submit to: [support@cu-portland.edu](mailto:support@cu-portland.edu)

User Information	
Full Name (First, MI, Last):	
Preferred Name:	Title:
Work Address:	
City, State, ZIP:	
Work Phone:	Work Email:
DOB: (MM/DD/YYYY, for data integrity purposes only)	Recovery Email:

Partner Information – To Be Completed By Supervisor	
<input type="checkbox"/> Vendor <input type="checkbox"/> Contractor <input type="checkbox"/> Temporary Employee	Vendor Partner:
Department: <input type="checkbox"/> Admission <input type="checkbox"/> Registrar <input type="checkbox"/> Student Services <input type="checkbox"/> Financial Aid <input type="checkbox"/> Finance <input type="checkbox"/> HR <input type="checkbox"/> Other: _____	
Start Date:	End Date (if known):

Technology Information – To Be Completed By Supervisor	
Access Needed: <input type="checkbox"/> Banner INB <input type="checkbox"/> BDM (Xtender) <input type="checkbox"/> Argos <input type="checkbox"/> Blackboard <input type="checkbox"/> Email <input type="checkbox"/> Other: _____	
<b>Banner INB Access Request</b>	
Banner INB Security Group:	Other:
<b>BDM Xtender Access Request</b>	
BDM Security Group:	Other:
<b>Argos Access Request</b>	
Argos Security Group:	Other:

Authorization – To Be Completed By Supervisor		
<b>Vendor Partners:</b> This must be a designated contact at your organization for technology access requests. <b>Contractors and Temporary Employees:</b> This must be your designated on-campus contact.		
For more information on who is designated to approve your request, please review this article: <a href="https://support.cu-portland.edu/hc/en-us/articles/360013299773-CUP-Technology-Access-Request">https://support.cu-portland.edu/hc/en-us/articles/360013299773-CUP-Technology-Access-Request</a>		
Signed:	Name:	
Title:	Org:	Date: