



Current Status: *Active*

PolicyStat ID: 6558487



Origination: 5/16/2019
Effective: 6/19/2019
Last Approved: 6/19/2019
Last Revised: 6/19/2019
Next Review: 6/18/2021
Owner: *Bev Plante: Freshmen Dean-CON*
Policy Area: *College of Nursing CNG*
References:
Applicability: *MVHS*

SECON - Managing Student Security and Technology Access, CNG-100.53

PURPOSE

To define the process for granting and discontinuing access to secure areas of the College of Nursing campus and technology systems used to support student education.

SCOPE

Faculty, Staff, Students, Information Technology Department, Security and Safety Department, Human Resource Department

REFERENCES

DEFINITIONS / ABBREVIATIONS

CITRIX/Patient Charting System: Patient Medical Record System (EPIC)

IT: Information Technology Department

HR: Human Resource Department

KAPLAN: Standardized Testing Platform

MOODLE: Web-based course management system

MVHS: Mohawk Valley Health System

RAVE: Alert System

RB: Registrar/Bursar

SECON: St. Elizabeth College of Nursing

SONIS: School of Nursing Information System

PROCEDURE / DIRECTIVE

1. Upon admission into SECON, students are required to have security access to various areas within the

campus.

A. SONIS Web

1. Upon application, students are entered into SONIS Web by the RB.
2. When accepted into the program, RB will update SECON applicants and move to "student access" status.
3. Orientation to SONIS Web is conducted by the RB.

B. Rave

1. Upon admission, students are entered into the RAVE Alert System by the RB

B. Identification Badges

1. MVHS Human Resources is notified of the names of incoming students via an EXCEL spreadsheet by the RB.
2. Security badges with photos and badge numbers are produced by the HR Department and forwarded to the RB.
3. The EXCEL spreadsheet is updated with each student's assigned badge number by the RB and forwarded to the IT Desktop Technician.
4. The IT Desktop Technician will activate the student badges to allow access to designated secure areas on the campus.
5. The RB will educate the students regarding use of their ID badges.

C. KAPLAN

1. Students are entered into KAPLAN by the RB using the KAPLAN website.
2. The Dean of Student and Faculty Development/Disability Services Coordinator will update Kaplan as necessary of any individual test accommodations required.
3. Education to KAPLAN is done by the KAPLAN representatives during freshmen orientation.

D. MOODLE

1. The RB will enter students into MOODLE and assign each student a user name and temporary password that requires the student to change their password at first log-in.
2. Orientation to MOODLE is conducted by the course coordinators.

E. CITRIX/Patient Charting System (EPIC)

1. The RB will submit a list of student names by completing the MVHS Nursing Student Access form to the IT Clinical Analyst. The Dean of Faculty & Student Development will be listed as the "Instructor" on the form. The days of the week and unit does not have to be completed for SECON students. A copy of the completed MVHS Nursing Student Access form will be maintained by the RB.
2. The IT Clinical Analyst will send confidentiality statement and sign-in information to the RB to distribute to the students.

3. The RB will maintain the confidentiality statements until student leaves the program.
4. EPIC Trainers at SECON will educate the students on the use of the CITRIX/Patient Charting System (EPIC). The faculty will be the resource for the students after the initial training.

F. Documentation of the activation process

The RB will document all technology activation and department notifications on the Technology Activation Form and place in student academic file.

2. Upon leaving the program through withdrawal or graduation students have their access to secure areas and technology systems deactivated.

A. Sonis Web

1. RB will move students into withdrawn or alumni status as applicable.

B. RAVE

Upon graduation or withdrawal from the program, the student is removed from the RAVE alert system by the RB.

B. Identification Badges

1. RB will collect the ID badge from any student who leaves the program and notify the IT Desktop Technician to deactivate the student badge discontinuing access to secure areas on campus.
2. Upon graduation, the RB will send a list of graduate names to the IT Desktop Technician for badge deactivation discontinuing access to secure areas on campus.

C. CITRIX/Patient Charting System (EPIC)

1. The RB will notify the IT Clinical Analyst to deactivate access to the patient charting system of any student who leaves the program at the time of withdrawal.
2. The IT Clinical Analyst will deactivate the SECON graduates upon the end date listed on the MVHS Nursing Student Access form.

D. KAPLAN

1. The RB will deactivate the student within the Kaplan website as notification that the student has withdrawn from the program.
2. The Kaplan website automatically deactivates any student who graduates with their cohort after four semesters.

E. MOODLE

1. The RB will suspend the privileges of students within MOODLE when they leave or graduate from the program.

F. Documentation of deactivation is completed once a student leaves the program through withdrawal or graduation to ensure all security and technology access is discontinued .

1. The RB will complete the Withdrawal/Graduation Technology Deactivation Form on each student at the time that (s)he notifies the appropriate department to deactivate student access or

whenever the RB deactivates access of the above technology services that (s)he has the ability to discontinue.

2. The RB will place the Withdrawal/Graduation Technology Deactivation Form in the student's academic file indicating completion of the deactivation or notification of appropriate department to deactivate security and technology access that was needed while a student at SECON.

CONTENT EXPERT(S) / RESEARCHER(S) / CONTRIBUTOR(S):

This Document Replaces:

Attachments:

[MVHS Nursing Student Access.xlsx](#)
[Technology Activation Form.2019.rev.docx](#)
[Withdrawal.Graduation Technology Deactivation Form.2019 June rev..docx](#)

Approval Signatures

Step Description	Approver	Date
Owner	Faculty Organization	6/19/2019

Applicability

MVHS

