

Information Technology Services Procedure

Title: Departmental Copy Cards Procedure for Access, Use and Accountability

Unit: Copy Central, Information Technology Services

Last updated: May 8, 2013

Purpose: The purpose of this procedure is to describe the process and usage for Departmental Multifunctional (MFD) Cards.

References: [Policy 3500 – Policy on the Use of Computing Resources](#)
[Policy 3505- Information Security Policy](#)
[02.2.0 Workplace Device Technologies Standard](#)
[05.1.0 IT Security Incident Handling Standard](#)
[09.1.0 Acceptable Use Standard](#)
[Faculty Handbook – ODU ID Card Program](#)

Definitions:

Copy Central is the unit which manages the fleet of devices and provides support for department devices serving the print and copy needs of University departments and offices. Support services include the provision of paper and other printing supplies, troubleshooting of devices, and training and support.

Multi-functional Device (MFD) are defined as print technology products presenting functional support for printing, copying, faxing and scanning through the addition of software or through connection on the University network.

PROCEDURE

1. General Access

All employees authorized to use a Multi-functional Device (MFD) swipe their individually-issued ODU ID card through a card reader associated with the MFD to authenticate access to the device and its print, scan and facsimile functions. The applicable per transaction charge will post directly to the budget code associated with the individual cardholder. The transaction record

provides the user ID, the device name, time and date, and volume and type of transactions details for billing, reporting, and security reviews.

2. Departmental Multifunctional (MFD) Card Access

Under certain circumstances, budget unit directors may request and be approved to receive additional ODU-issued Departmental Multifunctional (MFD) Cards. These cards provide departmental-level authentication, billing and reporting for specific budgets or grants and permit volunteers and others to access a multifunctional device. The transaction record provides the departmental ID, the device name, time and date, and volume and type of transactions are recorded for billing and reporting.

Departmental Multifunctional (MFD) Cards are issued in the following circumstances:

- For specific budgets/grants
- Volunteer cards
- Adjunct faculty, graduate assistants and student workers without individual access
- Employees on loan to another department
- Any employee working in more than one department. Charges are posted to the primary department of record.

3. Requesting a Departmental Multifunctional (MFD) Cards

Requests for Departmental Multifunctional (MFD) Cards must be submitted in writing to Copy Central Administrator, Information Technology Services, 4300 Engineering & Computational Sciences Building. Email requests cannot be accepted.

The request must include the following information:

- Department name/grant name
- Budget Code
- Reason the card(s) are needed
- Ink signature of Budget Unit Director

4. Terms and Conditions

Departmental cards are issued to the budget unit director or their designee. Budget unit directors are responsible for the use, control and the accountability of the Departmental Multifunctional (MFD) Cards.

Since Departmental Multifunctional (MFD) Cards provide the same access to computing, networks, telecommunications and electronically stored information as individually-issued ODU ID card, this privilege is contingent upon prudent and responsible use. Access to MFD devices as provided by departmental cards is granted to the individual only.

The budget unit director is required to document departmental card usage by authorized individuals. Access logs are required to collect the name of the authorized user, start date and

time of use, and end start date and time of use. No other user or transaction data is required. Logs are to be maintained in the department on a fiscal year basis. Log records may be destroyed 30 days after June 30 of each year. In any investigation of an abuse or misuse, the budget unit director must provide the appropriate University personnel (i.e. IT security, auditor, police, etc.) with the access log information for inspection.

5. Approved Departmental Multifunctional (MFD) Cards

After the request is approved; Copy Central will notify the budget unit director or designee via email that the cards are ready for pick up. There is a three-day turn-around for processing MFD requests. The cards will bear the name and identifying code of the department or grant.

6. Reporting a Lost MFD Card

The loss of Departmental Multifunctional (MFD) Cards should be reported to the Copy Central Administrator. Fees will be assessed for replacement of departmental MFD cards.

7. Incident Reporting

Compromises in security can potentially occur from every level of information technology device, including networked multi-functional devices. Departmental personnel are required to report suspected or actual security breaches to the University's Information Security Officer.

Information Technology Services (ITS)

Copy Central PROCEDURE

Last approved by Departmental Supervisor

Robert Kline May 7, 2013

Name

Date

Revision History

Date	Responsible Party	Action
July 2009	Copy Central	Created
May 2013	Copy Central	Security requirements added.