

Please refer to Tennessee Board of Regents Policy No. [Policy 1:08:00:00](#)

Pellissippi State Community College emphasizes the integration of computer technology in academic and administrative activities, including enhanced accessibility of information through storage and retrieval, networking and communication developments, and other uses of computers and informational technologies for teaching, learning, and management. In order to gain access to this information, users need authorized accounts. All users must abide by [Pellissippi State Policy 08:13:05, Computer System Use](#). By accessing accounts, users agree to various policies, conventions, and codes that may be adopted and/or amended from time to time.

All full-time and part-time employees, including adjunct faculty, are authorized to receive a general user account at the time their contract with the College is official, or as authorized by the chief academic officer. No additional paperwork is needed to authorize an account for full-time employees. All part-time employee accounts must be requested by the appropriate department head. Adjunct accounts must be requested by the department dean each semester. Department heads and deans are responsible for notifying Information Services when a part-time employee is no longer with the College. The accounts for full-time and part-time employees remain active as long as they are employed by the College.

All students, full-time and part-time, are authorized to receive a student account when they are admitted to the College. The account remains active for as long as the student is enrolled.

Types of Accounts

There are three types of accounts: General User Account, Student Account, and Courtesy Account.

The general user account and the student account provide access to E-mail, Internet, local network drives, etc. Based on the user's role with the College, these accounts may also provide access to student, financial, or other restricted information.

Banner faculty advisor accounts are created automatically for full-time and part-time faculty at the time their contract with the College is official or as authorized by the chief academic officer.

People not officially associated with the College may be authorized for a courtesy account. The account must be authorized by the vice president of Information Services. The request must indicate a date to deactivate the account and indicate the information the courtesy user needs to access. Courtesy accounts must comply with TBR guidelines.

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Approved: President Allen G. Edwards, May 2, 1996
Approved: President Allen G. Edwards, March 17, 1997
Approved: President Allen G. Edwards, August 23, 1999
Approved: President Allen G. Edwards, August 19, 2002
Approved: President Allen G. Edwards, April 26, 2004
Reviewed/Recommended: President's Staff, April 14, 2008
Approved: President Allen G. Edwards, April 14, 2008
Editorial Changes, April 30, 2009, July 1, 2009
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Reviewed/Recommended: President's Council, November 24, 2014
Approved: President L. Anthony Wise, Jr., November 24, 2014