

Controller's Office Web Site

Objectives and Procedures for Administration, Content and Security

- I. **Objectives:** The primary objective of our web site is to dispense fiscal information VIA electronic documents and forms, which is essential to Administration, Faculty and Staff, Students, Alumni, and others who have an interest in Virginia Tech. Our web site provides information that is vital to those who work in the Controller's Office. We provide information regarding Student Medical Insurance and Risk Management, as well as helpful links to other university web sites.
- II. **Procedures:**
 - a. **Administration:**
 1. The web site is administered by the Systems/Network Administrator under the direction of the Assistant Controller.
 2. Only the Systems Administrator or someone directly approved by the Assistant Controller will be granted Administrative Privileges to the web site.
 - b. **Content:**
 1. When it is necessary to update, or create a new form or document, all changes are approved by the department manager who is responsible to the Controller, Assistant Controller or the Director of Risk Management for its content. They (the manager), will in turn, either send an e-mail, or deliver a hard copy (signed by the department manager), of the new or updated documents to the Systems Administrator who publishes the changes.
 2. The Systems Administrator will file the request along with a copy of the new or updated form or document in a folder organized by fiscal year for future reference.
 3. Any changes to the "look" or function of the web site must be approved by the Controller, Assistant Controller or the Director of Risk Management before such changes are implemented.
 4. All changes to the web site including links, documents, forms or format will be tested prior to being published to the World Wide Web.

c. Security:

- 1.** Our web server is secured physically in a locked “Server Room”. Only the Systems Administrator and Administration have access.
- 2.** Our web server is secured electronically by means of a restrictive “Fire Wall” that prevents unwanted access to our web server.
- 3.** “Secure Pages” within our web site are password protected VIA Security Certificate. PID and password are required for access.
- 4.** Only those whose name has been added to a data base dedicated to a particular “Secure Page” have access to that page.