MIDDLE TENNESSEE STATE UNIVERSITY
Office of Compliance and Enterprise Risk Management

Compliance Tip of the Month

Data Access

To support the University's data security initiatives, remember the following compliance tips:

1. If you are a manager, and an employee in your department/division changes job positions, please review your employee's access to institutional platforms (e.g. Banner, Argos, Maxient, EAB, etc.) to determine whether the employee still needs access to a particular platform, or whether the employee's access to the particular platform can be rescinded.

2. If changes are needed to an employee's platform/data access in your department/division, or if you need any data access changes, please complete an ITD Work Order.

3. If you are a department/division manager, and you and your staff have access to student educational records (such as student class schedules; student grades; student M numbers; etc.) and/or student PII (such as social security numbers; account numbers; credit/debit card numbers; etc.), please ensure that you and your department/division employees have reviewed and completed:

   a. FERPA Training
   b. Policy 500
   c. Policy 920
   d. Policy 950

4. Ensure you have signed up for multi-factor authentication (MFA).

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