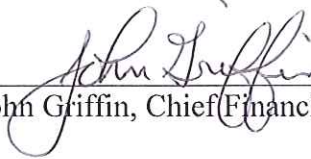




Policy Number: CO018

Date: June 13, 2012


John Griffin, Chief Financial Officer

Title: InfoGenesis Data Security

Purpose

To insure that passwords for the InfoGenesis POS system are changed regularly.

Background

The University Corporation (TUC) uses InfoGenesis as its point-of-sale cash register system. Employees who have access to the system at the manager level are required to change their passwords twice a year. The InfoGenesis Administrator is required to prompt all users with access to InfoGenesis manager workstations to change their passwords. Passwords must be at least 8 characters long and must use at least one number and one special character.

Procedure

1. The InfoGenesis Administrator will prompt all users with access to InfoGenesis manager workstations to change their passwords twice a year.
2. Employees with manager access will establish a new password containing at least 8 alpha/numeric characters with at least one number and one special character.