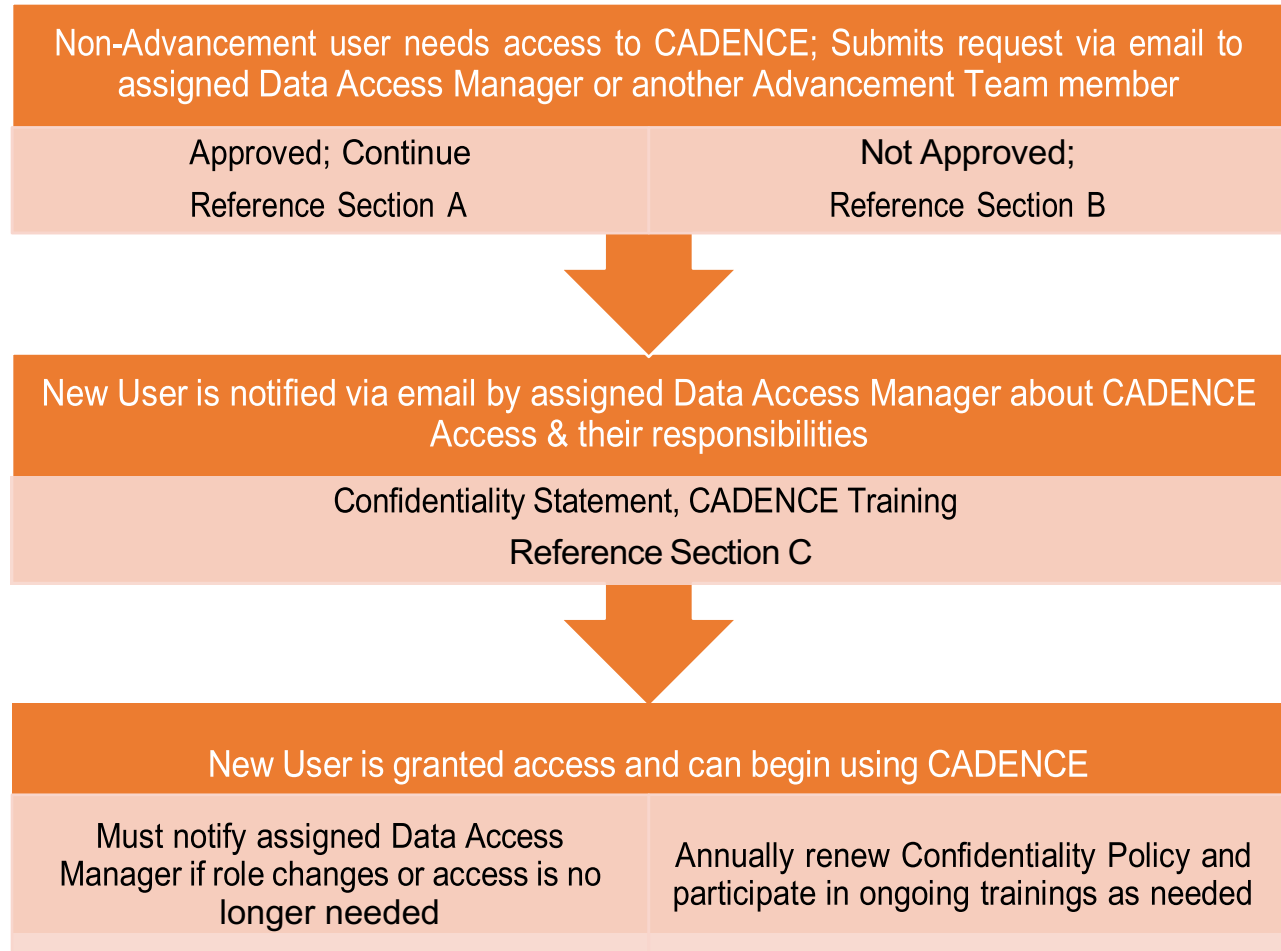


AUXILIARY USERS DATA ACCESS PROCEDURE

PURPOSE

To accompany the Auxiliary Users Data Access Policy [link here](#) and provide detailed information related to procedures and processes users should follow to request access or maintain access to the CADENCE database as a non-Advancement (aka Auxiliary) user.



SECTION A: CREATE A DAR HELPDESK TICKET

- The Data Access Manager should create a HelpDesk Ticket to formally request CADENCE Access for the New User: <https://forever.clemson.edu/help>
 - In the *Onboarding* option, choose “New Auxiliary User-With Revenue” or “New Auxiliary User-Without Revenue”.

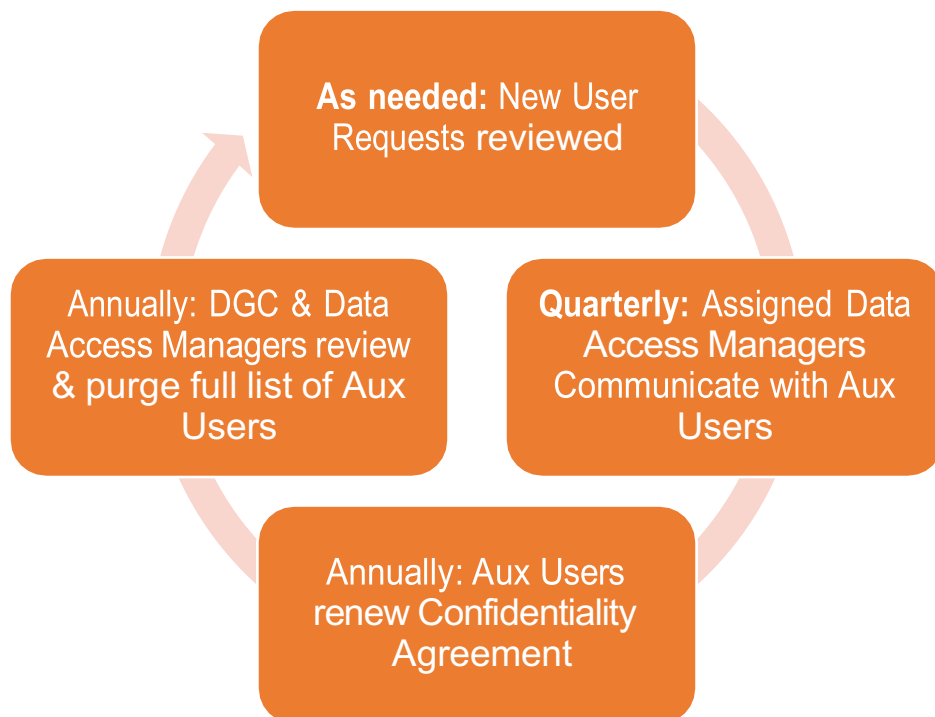
SECTION B: REASONS FOR AUXILIARY USER REQUEST NOT BEING APPROVED

- The role is not on the pre-approved positions list.
- The scope of their needs is limited and therefore an Advancement team member can provide assistance on an as-needed basis.
- The user has previously had access and not fulfilled their Auxiliary User responsibilities.

SECTION C: WHAT THE DATA ACCESS MANAGER SHOULD PROVIDE TO THE NEWLY APPROVED USER

- Confidentiality Statement – Qualtrics Form Link: <https://forever.clemson.edu/renew> (renewed annually)
- CADENCE Training – New User will receive request via Tiger Training
- Note to notify Data Access Manager when statement is signed, and training is completed.
- Note to notify Data Access Manager if role changes and/or access is not needed.
 - If this occurs, the Data Access Manager should communicate the Name, Position, and Username of the individual to Advancement Services for access removal.

TIMELINES



QUESTIONS AND SUPPORT

All questions and support requests by CADENCE users outside of the Advancement Division should be sent to the assigned Data Access Manager. The Data Access Manager will respond, involving Advancement Services, as necessary.