

- (1) These guidelines apply to all College employees and contractors needing access to proxy in non-production Workday tenants.
- (2) Employees or contractors will only be granted proxy access when required to develop, troubleshoot, or test Workday functionality.
- (3) Employees or contractors who require Proxy access are required to submit a request to the IT Support Center.
  - (a) The request should include supervisor approval, the reason for the request, and the length of time necessary to complete the work for which the request is being made.
  - (b) IT will consult with module custodians of the functional areas or their designees to determine whether the request is approved or denied.
  - (c) IT will provide the user with Proxy access to non-production Workday tenants upon approval.
- (4) IT will maintain a log of proxy users and relevant documentation.
- (5) The College reserves the right to audit proxy usage.
- (6) Proxy may only be used for testing, troubleshooting, and validating security.
- (7) Prohibited Use of Proxy Access Includes:
  - (a) Viewing or Distributing Restricted Data
    - (i) Proxy should not be used to view data that the proxy user cannot access in Production for any other purposes than as outlined in section 6 above. Users who require additional data other than what is listed in section 6 about should follow College procedures to request access.
    - (ii) Proxy should not be used to distribute data for any other circumstances that section 6 above.
  - (b) Granting Permissions to Self or Others
    - (i) Proxy should not be used to grant additional permissions to oneself or others.
  - (c) Configuration changes

- (ii) Proxy should not be used to make configuration changes.

(8) Violations

- (a) Users who access, disclose, misuse, alter, destroy or otherwise compromise information without authorization or fail to comply with these guidelines may be subject to legal action and/or sanctions or disciplinary action.