

**AIKEN TECHNICAL COLLEGE  
PROCEDURE**

Procedure Title:	PORTAL	Procedure Number:	2-4-105.2
Institutional Authority:	Chief Advancement Officer		
Associated SBTCE Policy/Procedure:			
Governing ATC Policy:	2-4-105		

Approved:

  
President

  
Chief Advancement Officer

Date

Adopted: 07/29/2019

Date

Revised: 07/25/2022

**DISCLAIMER**

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.**

Aiken Technical College maintains an intranet that serves as an internal communication tool to promote and share information about the College, its programs, services, and events. ATC faculty, staff, and enrolled students are the audiences for content presented.

The Office of Marketing and Communications (MarCom) will coordinate with Information Systems Management (ISM) to ensure the overall design aligns with the College's branding. MarCom will be responsible for posting announcements and events on the main intranet.

ISM will be responsible for providing individual departments, divisions and organizations with access to their respective intranet page(s), providing orientation, and technical support as it relates to the pages.

Identified content contributors will be responsible for actively maintaining the content on their assigned department, division or organization intranet page(s) and requesting support from MarCom and/or ISM as appropriate.

All content presented should be relevant to ATC faculty, staff, and/or enrolled students.