Aiken Technical College
PROCEDURE

Procedure Title: PORTAL

Institutional Authority: President

Associated SBTCE Policy/Procedure:

Governing ATC Policy: 2-4-105

Approved: [Signature]

President

Date
Adopted: 07/29/2019

Date
Revised: 07/29/2019

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 & Public Relations (M&PR) will coordinate with Information Systems Management (ISM) to ensure the overall design aligns with the College’s branding. M&PR 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 M&PR and/or ISM as appropriate.

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