



Information Technology Center
403 Main Street, · GSU Box 4220 · Grambling, Louisiana 71245
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Information Technology Center Security Procedure

The Information Technology Center (ITC) has various areas that operate within the department which include: Administrative Computing, Networking, Telecommunication, System Operation, Student Technology Center, and Web Administration.

Key Access and Control

- The Associate Vice President for Information Technology, Director of Administrative Computing, and the Director of Network Services have master keys to all locations within the ITC department.
- The Security Administrator and System Administrator have keys to outside doors, the front door, ITC Computer Room, and to their respective offices.
- All other employees have keys to the front door of the ITC and their respective offices.

Visitors

- All visitors must stop at the front desk for assistance.
- In the event that the Administrative Assistant is not in, ITC has provided a courtesy phone so that all visitors can call the person of their choice.
- When entering the ITC conference room, computer room and the ITC office areas all visitors must sign the visitors log in the lobby.

Security

- The ITC has seven surveillance cameras within the ITC complex.
- The cameras cover the office area hallway, the technician's work area, the ITC lounge area, the Information Technology Training Center Lab, and the ITC Computer Room.
- The cameras provide safety and security for the Information Technology Center.