



# Procedure Manual

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## Subject: Calendar System Access

<b>Category:</b> Scheduling	<b>Original Date:</b> 11/12/2008
<b>Approval:</b> Dr. Kirk Schulz	<b>Revision Date:</b>
<b>Responsible Party:</b> Director	<b>Distribution:</b> All

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### **Purpose:**

The purpose of this policy is to provide guidelines for access scheduling resources at INST.

### **Scope:**

This policy applies to all researchers, employees, contractors, consultants, temporaries, and other workers including all personnel affiliated with third parties utilizing INST's resources. This policy applies to implementations of access requirements for the Calendar Scheduling System.

### **Policy:**

1. Everyone with INST intranet access can view the calendar.
2. Mock MRI, classroom, conference room, and MRI can be scheduled using this resource. Please see mock MRI and MRI scheduling policies to schedule these resources.

### **Enforcement:**

Anyone found to have violated this policy may be subject to disciplinary action to be determined by the director.

### **Revision History:**