Procedure 9.0308

Digital Signage Requests Procedure

Desktop Banner Requests
The College uses a Desktop Banner system to notify campus users of important events. A banner message appears on the computer screen when a user first logs into a campus computer or whenever the computer screen is locked. Information posted using the Desktop Banner system is subject to space constraints and review by at least one member of Senior Staff.

Employees who want to display information on using the Desktop Banner system must submit a helpdesk ticket using the category "Digital Marketing." Users will be notified of the status of their requests via the helpdesk system.

Campus Monitor Requests
The College uses a Campus Monitor system to notify campus users of important events. These monitors are located in multiple buildings across campus. Monitors can display a variety of media content. Information posted using the Campus Monitor system is subject to review by at least one member of Senior Staff.

Employees who want to display information on the Campus Monitor system must submit a helpdesk ticket using the category "Digital Marketing." Users will be notified of the status of their requests via the helpdesk system.

Electronic Sign Requests
The College uses the Electronic Sign to notify campus users and the general public of important events. The sign is located at the front of campus. The electronic sign can display a variety of media content. Information posted using the Electronic Sign system is subject to approval of Senior Staff.

Employees who want to display information on the Electronic Sign system must submit a helpdesk ticket using the category "Digital Marketing." Users will be notified of the status of their requests via the helpdesk system.

References

Legal References: *Enter legal references here*
SACSCOC References: *Enter SACSCOC references here*
Cross References: Information Technology Policy

History

Senior Staff Review/Approval Dates: *1/26/15, 06/13/2016*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*