

## **Operations Procedure Manual**

This section provides step-by-step instructions for key operations procedure

### ***Security Culture/Procedure:***

- Never e-mail username and password and URL to someone in the same
- Do not store username and password information in the same file on your numbered sheet of paper with your password information and then on separate location with the numbers, username information and website laminate the sheets of paper and keep in two separate secured locations.)
- Create different accounts for contractors accessing the same website
- Change passwords every 60-90 days
- Do not ask any internet browser to remember your password for any site
- If purchasing a product and using a secure webform it is ok to put your do not give your e-mail address out online
- If posting a job announcement or something online that requests a reply create a random e-mail address that will forward to your e-mail account.

### ***Listserv and Blog testing procedure:***

### ***File Saving Procedure:***

- All files will be saved like this (NameOfFileVersionNumber)
- It is good protocol to include version numbers for collaborative documents over time and use dates for documents relating to a specific event.

### ***Back Up Procedure:***

- Back up ORGANIZATIONs files every Friday afternoon.
- Test reconstruction once a month

### ***Reimbursement Procedure:***

- Collect Receipts
- Fill out Check Request form be sure to designate which accounts are Turn in receipts and check request.

# Front Desk School Operations Manual

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