

# College of Agricultural Sciences --- Cvent Services Policy: ITP-007

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## **1.0 Purpose**

The purpose of this policy is to describe the use of the Cvent conference management application with regards to credit card processing.

## **2.0 Scope**

This policy applies to the use of Cvent for registration management and any action which falls under the PCI/DSS guidelines and policies.

## **3.0 Policy**

The use of the Cvent conference management application for credit card processing by college employees is strictly limited to the college Conferences and Short Courses Office (CSCO) and its designated staff. Cvent may be used for conference registration management excluding credit card processing by college employees who have been authorized with a Cvent account by CSCO.

## **4.0 Credit Card Processing by CSCO Staff**

CSCO staff may be designated to process credit cards by the Director of CSCO. Credit card processing accounts will be established in a manner similar to ePay accounts (see college policy ITP-006) and in compliance with college policy ITP-008, *CAS Credit Card Processing Privileges*. All employees processing credit card transactions in Cvent must have a unique Cvent log-in and the password credentials must be in accordance with college policy ITP-008 and college policy ITP-002 *CAS Password Policy*.

## **5.0 Enforcement**

Any employee found to have violated this policy will be subject to disciplinary action by their Administrative unit, the College, or the University.

## **6.0 Supporting Documents**

College policy ITP-001 CAS Acceptable Use Policy  
College policy ITP-002 CAS Password Policy  
College policy ITP-006 CAS ePay Services Policy  
College policy ITP-008 CAS Credit Card Processing Privileges  
University policy AD 20 Computer and Network Security  
University policy FN 07 Credit Card Sales

## **7.0 Revision History**

Last updated: 1/5/2010