SRU Class Scheduler

Security Manual

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# SRU Class Scheduler

## Secure Use of Software

The following are measures that have been taken to ensure information security when using the Class Scheduler program:

1. **Lack of Database**
   1. Due to the lack of a database, each user utilizes their own Excel spreadsheet from their personal system.
   2. The Excel spreadsheets that are used are not saved within the program. They are saved externally to the user’s device. Therefore, there is no security risk of information being left within the program. When a user edits or saves their spreadsheets, it causes no security risk to the program.
2. **Lack of Credentials**
   1. Due to the lack of credentials required to access the class scheduler, there is no personal information that is stored within the program. No user-specific information is stored within the program. Therefore, the scheduler can be downloaded by several users and utilized simultaneously without the risk of shared information.
3. **Internet Connection**
   1. Due to the lack of internet access required for the class scheduler program, there is no risk of outside entities accessing the individual’s downloaded class scheduler before, during, or after its runtime. A secondary user with malicious intent would require physical access to the user’s computer in order to pose any security risk to the user. This would not be a fault of the program itself.
4. **Closing Files**
   1. When any kind of crash occurs during the program’s runtime, any files that were opened by the program are closed so as to preserve the information being stored on them. Files are also closed upon any normal exit procedure of the program, though, in this case, the user will be given the option to save their file before the file is closed and the program exits.