USER ACCOUNT ASSIGNING AND MANAGEMENT SOP

User account assigning is the process of identifying and creating unique users account with specific access levels based on user role.

User account management is the process of adding, removing/blocking,editing and merging user accounts in a system.

This document explains the procedures followed in user account assigning and management.

USER ACCOUNT ASSIGNING
- Get users list from training SOP
  - First name and Last name
- Assign user role
- Assign user name
- Assign password

USER MANAGEMENT
Identify a super user who will be managing other users within the facility and will be responsible for:
- block user
  - system misuse
  - unauthorized user
  - transferred user
- edit user
  - user name, password and user role
- merge user
  - multiple accounts belonging to one user

A super user need to have the following:
- a clear understanding of the system
- proactive user
- willing to learn and help others

NOTE: For further references refer to systems manual user management e.g EBRs, renewing passwords, OPD, activating users.