

## GRANTING SYSTEMS ACCESS INTERNET PROCEDURE



<u>System:</u> Quality Management System	<u>Reference No, Revision No:</u> Q-F-IT-P-16, Rev 1	<u>Originated by:</u> Systems Administrator
<u>Revision Date:</u> 27.09.2013	<u>Page No:</u> Page 1 of 3	<u>Authorised by:</u> IT Manager

### 1 Purpose

This document describes the procedure and a process for creating internet accounts for users.

### 2 Scope

This procedure covers creating a user's username and password.

### 3 References

SEC I.T Policies

Q-F-IT-PO-07 Internet and Intranet Policy

Q-F-IT-PO-02 Computer Virus Prevention Policy

### 4 Definitions

N/A

### 5 Responsibilities

The Systems Administrator – only the System Administrator OR an approved IT department employee is responsible creating internet user accounts.

The IT Systems Manager – only the IT manager can authorize an employee's system access form.

### 6 Procedure

- Log into <https://147.110.192.3:10000/> (disable proxy)  
Username: root

Login to Webmin

You must enter a username and password to login to the Webmin server on 147.110.192.3.

Username: root

Password:

Login Clear

☐ Remember login permanently?

- Click 'Server' on left panel
- Click 'Squid Proxy Server'

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**System:**  
Quality Management System

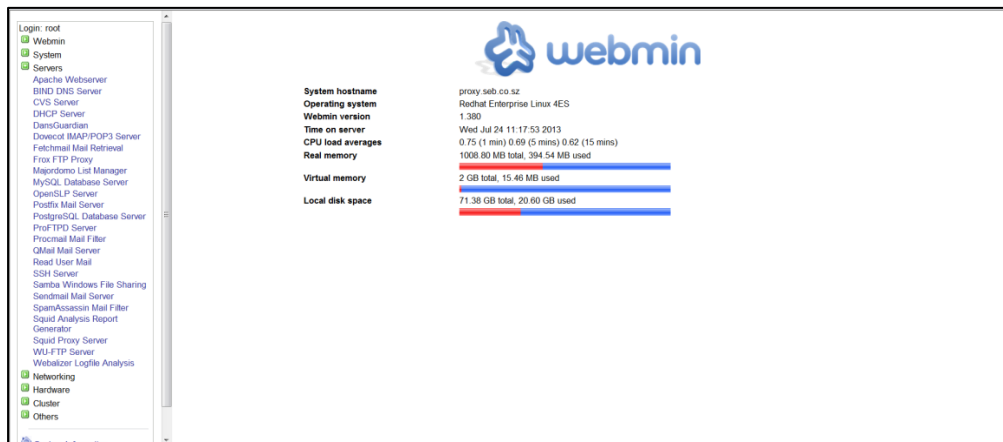
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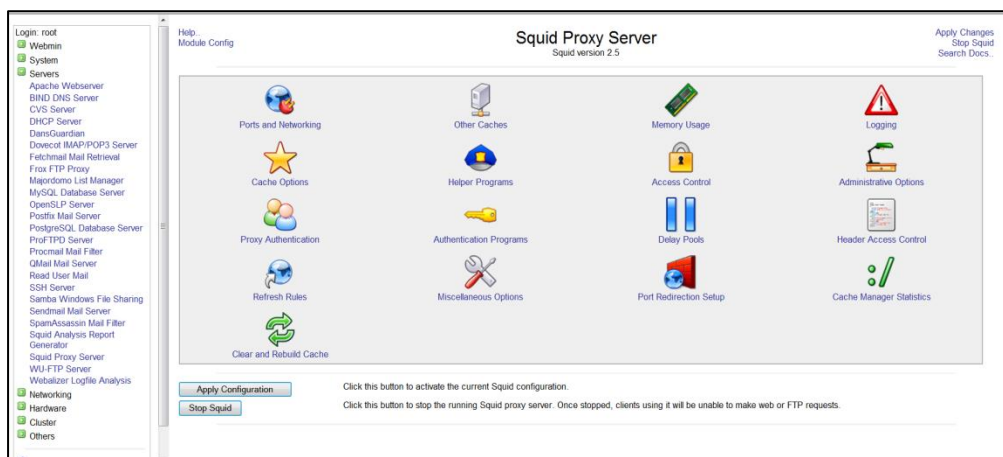
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d) Click Proxy Authentication



e) Add new proxy user

f) Enter the username and password

g) Click the Create button

Module Index

Create Proxy User

Proxy User Details

Username

Password

Enabled? ☒ Yes ☐ No

Create

[Return to users list](#) | [Return to index](#)

h) Click Apply changes

i) Log Out

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**7 Records**

Reference	Title	Responsibility	Retention
Q-F-IT-F-01	System Access From	Systems Administrator	Indefinite