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Project Team 6: It Construct

How will network account needs be handled for employees being onboarded?

Standard Operating Procedure: Handling Network Accounts for Onboarded Employees.

Purpose:
The purpose of this Standard Operating Procedure (SOP) is to establish the process for handling network accounts for employees who are being onboarded. The aim is to ensure proper access to the network and its resources while maintaining the security and confidentiality of data.

Scope:
This SOP applies to all employees, contractors, and volunteers who require access to the network and its resources.

Responsibilities:
The following roles and responsibilities are established to ensure the proper handling of network accounts for onboarded employees:

- Human Resources (HR): HR is responsible for notifying the IT department when an employee is onboarded.
- IT Department: The IT department is responsible for creating and managing network accounts for onboarded employees.

Prerequisites:
Before a network account can be created for an onboarded employee, the following prerequisites must be met:

- The employee must have a valid company email address.
- The employee must have completed the necessary security training.
- The employee must have a signed Acceptable Use Policy (AUP) on file.

Procedures:

1. HR will notify the IT department of the new employee's start date and job role.
2. The IT department will verify that the employee has met all prerequisites for network account creation.
3. The IT department will create a network account with a unique username and temporary password for the new employee.
4. The IT department will provide the network account information to the employee's supervisor or manager, who will communicate it to the new employee.

5. The new employee will be required to change the temporary password upon logging in for the first time.
6. The IT department will provide the new employee with instructions on how to access and use the network resources, including email, file shares, and any other authorized systems or applications.
7. The IT department will monitor the network account and access to ensure compliance with the company's security policies.

References:

- Company Acceptable Use Policy (AUP)
- Company Security Training Materials

Definitions:

- Network account: A user account that allows access to the company's network and resources.
- IT department: The department responsible for managing the company's technology infrastructure and services.
- AUP: Acceptable Use Policy, a set of rules that outlines acceptable behavior when using the company's network and resources.

Revision History:

- Created by Nicholas Loiacono - April 4, 2023
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