Account Access Change Control Policy

Version 1.2

For Students, Faculty, Staff, Guests, Alumni

Purpose

The purpose of this policy is to define the circumstances in which IT Resources account access modifications must occur.

Scope

This IT security policy, and all policies referenced herein, shall apply to all members of the University community, including faculty, students, administrators, staff, authorized guests, delegates, and independent contractors (the "User(s)" or "you") who use, access, or otherwise employ, locally or remotely, the University's IT Resources, whether individually controlled, shared, stand-alone, or networked.

Policy Statement

- Authorized parties may deem it necessary to modify an individual's account access due to a qualifying event. Qualifying events include, but are not limited to:
  - Change in role/position within the University department
  - Transfer to another University department
  - Retirement
  - Non-working Leave of Absence (LOA)
  - Employee's job duties no longer require access to certain services or environments.
- The managing supervisor (or higher) is responsible for notifying Human Resources and the IT Service Desk to alter account access to pertinent systems should an entity's job responsibilities change.

Definitions

IT Resources include computing, networking, communications, application, and telecommunications systems, infrastructure, hardware, software, data, databases, personnel, procedures, physical facilities, cloud-based vendors, Software as a Service (SaaS) vendors, and related materials and services.

Related Policies and Procedures

- Authorized Access to Electronic Information Policy
- Authorized Access to Electronic Information Procedure
- Change Control Policy
- Emergency Access via Privileged Access Management Policy
- Non-Persistent Administrative Access Guidelines
- Provisioning and Deprovisioning Policy

Implementation Information

Review Frequency	Triennial
Responsible Person	Senior Director of IT Security and Assurance
Approved By	CISO
Approval Date	March 1, 2017

Revision History

Version	Date	Description
1.0	07/28/2016	Initial policy
1.0.1	03/01/2017	Grammatical changes only. No change to policy.
1.0.2	5/22/2018	Updated scope, disclaimer, definitions
1.0.3	05/22/2019	Updated related policies
1.0.4	03/12/2020	Updated related policies and changed the name of the policy for clarity
	06/22/2021	Reviewed with no changes
1.1	09/08/2023	Updated scope and policy disclaimer
1.2	07/08/2024	Updated purpose and policy statement

Policy Disclaimer Statement

Deviations from policies, procedures, or guidelines published and approved by Information Security and Assurance (ISA) will only be considered cooperatively between ISA and the requesting entity with sufficient notice to allow for conducting appropriate risk analysis, documentation, review, and notification to authorized University representatives where necessary. Failure to adhere to ISA written policies may be met with University sanctions up to and including dismissal.