New User Set-Up Procedure

*Revision: r1.0*

*Effective Date: ddmmyyyy*

*Classification: Internal*

**Internal INFORMATION**

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# Introduction

## Document Definition

This document is a Procedure.

For a full description of document types, see *XXXX-POL-ALL-001 - Information Security Policy Framework*

## Objective

This procedure defines the process in place for granting, new users access and privileges to XXXX systems and applications.

## Scope

### Applicability to employees

XXXX refers to XXXX as well as its majority-owned subsidiaries and joint ventures (if applicable). This procedure applies to all employees, officers, members of Board of Directors, and all consultants, and contractors.

### Applicability to External Parties

Relevant procedure statements will apply to any external party and be included in contractual obligations on a case-by-case basis.

### Applicability to Assets

This procedure applies to all information assets globally owned by XXXX, or where XXXX has custodial responsibilities.

## Related Documents / References

* *XXXX-POL-ALL-001 - Information Security Policy Framework*

# User Registration Procedures

## New Users

1. Access to XXXX information services is controlled through a formal user registration process beginning with a formal notification from HR through helpdesk portal
2. The request is free format, but must state:

• Name of person making request

• Job title of the newcomers and workgroup

• Start date

• Services required (default services are: MS Outlook, MS Office and Internet

access)

• Software and Hardware requirements

1. IT helpdesk will get approval from the user's HOD for the procurement/installation of the required hardware/Software
2. IT will assign each user a unique user ID so that users can be linked and made responsible for their actions.
3. After creation of the user, IT responds to the HR helpdesk request stating the request have been completed and username sent to HR and the ticket closed.
4. On resumption of the user, IT will provide the username and password for the user to log in and will be prompted to change the password at first log on

# Procedure Compliance & Enforcement

## Compliance Measures

Not applicable.

## Enforcement

All staff of XXXX must comply with all Information Security Procedures. Failure to comply with these procedures may result in disciplinary action in accordance with the current XXXX Human Resources policy. Disciplinary actions may include, but are not limited to:

* verbal and/or written warnings;
* instant dismissal; and
* actions by judicial and regulatory authorities.

# Glossary / Acronyms

## Glossary / Acronyms

|  |  |
| --- | --- |
| ISO | Information Security Officer |
| COO | Chief Operations Officer |

# Document Management

## Document Revision Log

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Editor** | **Revision #** | **Description of Change** |
|  |  |  |  |

## Document Ownership

This Procedure is owned by the YYYY

## Document Coordinator

This Procedure is coordinated by the YYYY

## Document Approvers

|  |  |  |
| --- | --- | --- |
| **Approver Name** | **Signature** | **Date** |
|  |  |  |

## Distribution

* Distribution is to all staff