

**BAY MILLS COMMUNITY COLLEGE
INFORMATION SECURITY POLICY – USER ACCOUNT ACCESS**

PURPOSE

The purpose of this policy is to establish a formal process to ensure timely action related to granting, modifying, or deleting user account access. This policy is necessary to safeguard the confidentiality and integrity of the College's information.

It shall be the responsibility of the employee's supervisor to notify the Director of Information Technology (IT) of the need to grant, modify, or delete an employee's account access. The management of user account access is an ongoing process, which requires the attention of management and supervisors no later than the end of each semester. It is, however, especially important to make the needed changes as soon as a new employee is hired or an existing employee leaves our employment.

PROCEDURES

1. To notify the Director of IT, the supervisor must complete and sign the IT Work Order and place the form in the Director of IT's mailbox.
2. The Director of IT will then direct the request to the appropriate staff for completion of the request.
3. Once the action is complete, the IT staff member will sign, date, and return the IT Work Order to the Director of IT for filing.
4. The Director of IT will forward a copy to the supervisor requesting the change.