
SOUTHSIDE VIRGINIA COMMUNITY COLLEGE INFORMATION TECHNOLOGY SECURITY PLAN

Personnel Security – *Access Determination and Control*

Procedure for Granting Access

In accordance with the [COV ITRM 501-01](#), Account Management standards and procedures must be implemented to ensure the steps necessary for requesting, granting, administering, and terminating accounts at the Systems Office and colleges are formalized. SVCC's procedure is as follows:

1. The employee requesting an account or logical access must make a request of his or her supervisor. The supervisor will generate and sign the request via the SVCC Application Account Request Form (Attachment H 1.1) and follow up the request with an email to the appropriate access granting personnel as listed on the application account request form. The employee and the supervisor will fill out the proper forms based on the type of access requested. (Forms listed in Attachment H 1.1) The proper form(s) will be filled out and signed by the appropriate access granting personnel.
2. If the employee is to be terminated, access to all applicable IT resources must be terminated as well. The supervisor will indicate this on the Application Account Request form, and follow up the request with an email to the appropriate access granting personnel. The proper form(s) will be filled out and signed by the appropriate personnel. The form and the entire procedure will be completed prior to the termination date for the employee. All access to IT resources must be discontinued for that employee at close of business on the date of termination.
3. Upon proper completion, the appropriate access granting personnel will approve and sign the form(s).
4. The VCCS enterprise application account data for the employee is input into the proper database which is maintained by the office of the college Security Administrator.
5. The completed, approved, and signed form(s) then go to Human Resources to be maintained in the employees personnel file.

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6. Upon completion of all these processes and documentation thereof, the appropriate access is granted (removed in the case of termination) for the employee.
7. All account information is reviewed and updated, and documented on the employee work profile (EWP) as necessary by the employee's supervisor annually before June 15 as per the VCCS Personnel Security Standard (Attachment H 1.1), Version 1.0, standards 3 and 4.