
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 electronically generate the request via the IssueTrak application. Access will be granted and / or reviews will be completed and electronically signed by the appropriate access granting personnel using the IssueTrak application.
2. If the employee is to be terminated, access to all applicable IT resources must be terminated as well. The supervisor will electronically generate the request via the IssueTrak application. Access will be deleted and / or reviews will be completed and electronically signed by the appropriate access granting personnel using the IssueTrak application.
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. 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.
4. Upon completion of all these processes and documentation thereof, the appropriate access is granted (removed in the case of termination) for the employee.
5. 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.