POLICY NAME: MESA Account Management Policy

Effective Date: The policy will become effective as of the date of approval.

Policy Owner: TSD, Enterprise Servers and Messaging

Policy Number: TSD-ESM0010

Related Policies: University Policy 1312: Physical and Logical Access
University Policy 1114: Data Stewardship

Purpose: To ensure the timely removal of computer access upon employee departure.

Scope: This policy applies to MESA accounts.

Policy Statement: Accounts will be disabled upon an employee’s separation from George Mason University, or when continued access is no longer necessary.

Definitions: N/A

Responsibilities: TSD System Administrators are responsible for implementing and enforcing this policy.

Compliance: N/A

Implementation Process: • Employees no longer affiliated shall have their access blocked to University resources upon their separation from the University or when access is no longer necessary. A report generated from HR data will be used on a monthly basis to identify separated employees.
• Un-needed accounts shall be removed from resources on a yearly basis.

• TSD shall maintain a process for reviewing and renewing generic accounts on a yearly basis.

Approved By: Sharon Pitt
Interim Deputy CIO/Interim Executive Director, Technology Systems Division

Signature

Approval Date: March 27, 2014

Revision History: N/A

Supersedes (Previous Policy): N/A

Date of Review: N/A

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