

Supervisor Notification for User Account Termination

Version 1

 Print

Policy	REG08.05.05
Title	Supervisor Notification for User Account Termination
Category	Information Technology
Sub-category	Security and Compliance
Authority	Chancellor
History	Number 7.301, Supersedes Policy Dated: October 3, 2001, Effective Date: September 25, 2003, Review Date: September 9, 2011, Placed in University Policy Manual after EXPEDITED REVIEW, transitioned without substantive change from prior version, March 25, 2013.
Contact	Chief Information Security Officer, (252) 328 - 9000
Related Policies	None
Additional References	ECU ITCS Online Service Request System (https://ithelp.ecu.edu/)

1. Introduction

1.1 Purpose of Regulation

The purpose of this regulation is to ensure that the supervisor of an employee leaving the University notifies ITCS, so that user access to core IT resources can be revoked in a timely manner. This regulation is concerned with terminated employees who have update access to institutional, critical or sensitive information.

1.2 Person(s) with Primary Responsibility

Primary responsibility belongs to the supervisor of the employee leaving the University.

2. Regulation

The supervisor of a terminated employee must notify ITCS of the separation on or before the employee's termination date so that account access can be revoked appropriately. The supervisor must submit an Account Termination Request to ITCS via the online service request system (link located in additional references above).

Upon receiving notification from the supervisor of a terminated employee, the security administrator will call the supervisor for verification before revoking the employee's account access.

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