

USER ACCESS

622.01 General User Access

User Access will be assigned by Administration and Information Technology based on position need for the following general systems

- Network
- Email
- Instructional Software
- Student Support Platforms

622.02 Grants Management User Access

User Access will be assigned by Administration and Information Technology based on position need with the following requirements -

- User Access Entity Administrator – Must be held by two individuals, one of whom is a District employee
- Contractors, consultant and other non-direct hires may not hold the role of Entity Authorized Signer
- Entity Authorized Signer role shall only be held by Board President, Executive Director, Charter Representative, or similar authorized official
- User Access Review – User Access shall be monitored and reviewed monthly by the User Access Entity Administrator for accounts that are no longer current based on position and role

622.03 Termination of User Access

- Based on employment termination
 - All user access is to be removed by Administration and Information Technology as soon as possible and no later than 24 hours from notice of termination
- Based on employee change of position/role
 - User access for change in position should be completed as soon as possible based on position change and placement of another individual in the necessary role