USER CREATION POLICY

VERSION 1

14 March 2024

The following Process is used when a new user is created.

A user is requested after they have been hired by the user's manager or another authorized individual within the organization.

This may involve confirming the requester's identity and ensuring that the creation of a new user account aligns with the organization's policies.

Following approval, the request is submitted to IT. IT asses the level of access requested and ensures it adheres to the principle of least privilege, granting only the necessary permissions for the user from what has been requester.

Before the new user is provided their credential the user undergoes security training. This training educates them on the organization's security policies, best practices, and the importance of safeguarding sensitive information.

Once all necessary approvals are obtained from an authorised Staff member, IT create the user account. This involves generating a unique username and a secure password, adhering to password complexity requirements. Multi-factor authentication (MFA) is implemented to enhance account security.