

	MICHIGAN ECONOMIC DEVELOPMENT CORPORATION Information Technology	Procedure: SECU.01.020.01.02
Topic Area:	Account Recertification Procedure	
Distribution:	All Michigan Economic Development Corporation Staff	

Purpose: To provide a systematic process for the recertification of user and non-user accounts. Recertifying accounts ensures that all system accounts are authorized and that permissions assigned to accounts accurately reflect the level of access needed by that account.

Contact/Owner: Michigan Economic Development Corporation (MEDC)
Information Technology (IT)

Procedure	
Who:	Does What:
IT Helpdesk:	<ol style="list-style-type: none"> 1. Creates a new Helpdesk ticket assigned to Client Technology Services (CTS) manager or person assigned as project lead. <ol style="list-style-type: none"> a. Helpdesk ticket title- “Account Recertification – Date” b. Assign task to CTS manager to create a User List of all user and non-user accounts from Active Directory (AD). c. Assign task to CTS manager to create a Permissions List of all permissions granted to staff from shared drives, SharePoint, and any permissions granted via Active Directory. d. Assign task to IT Helpdesk to generate report of Local Administrators. 2. Generate report of Local Administrators and give to CTS Manager.
CTS Manager or project lead.	<ol style="list-style-type: none"> 3. Create User List and Permissions List reports. 4. Compare User List from AD report to Staff listed on MEDC org charts. <ol style="list-style-type: none"> a. User accounts associated with staff on org chart are authorized. b. User accounts not associated to entry on an org chart require analysis to determine if it is authorized or not. c. Remove all accounts where staff have left creating a ticket in the MEDC Helpdesk Ticketing System using <i>SECU.01.020.03.03 Departure Employee Access Procedure</i>. 5. Compare non-user accounts from User List from AD to Non-User Account Information list. <ol style="list-style-type: none"> a. Verify that owner, or their supervisor, still needs the account.

Issued Date:	Last Revision:	Last Reviewed:	Next Review Date:
April 5, 2017	Sept 18, 2018	Sept 18, 2018	Sept 18, 2019

	<ul style="list-style-type: none"> b. All needed accounts have appropriate documentation. c. Accounts that can expire are processed using the <i>SECU.01.020.03.03 Departure Employee Access Procedure</i>. <p>6. Review permissions for user and non-user accounts to verify that assigned permissions are still required. Changes to permissions should follow <i>SECU.01.020.03.02 Transfer Employee Access Procedure</i>.</p> <ul style="list-style-type: none"> a. Emails all MEDC staff to have them review their “Owner” folders in BOX and verify that permissions are correct. <p>7. Compare Local Administrators report to Elevated Rights spreadsheet. Verify each Local Administrator is still needed and:</p> <ul style="list-style-type: none"> a. If still needed and listed on the spreadsheet, update the spreadsheet with renewal date if applicable. b. If still needed and not listed on the spreadsheet, create a Helpdesk ticket to document the reason and update the spreadsheet. c. If not needed, create a Helpdesk ticket to document the change, remove admin rights, and update the spreadsheet if applicable. <p>8. Once all discrepancies identified have been documented and resolved, close the original “Account Recertification-Date” ticket.</p>
--	--

Issued Date:	Last Revision:	Last Reviewed:	Next Review Date:
April 5, 2017	Sept 18, 2018	Sept 18, 2018	Sept 18, 2019

Associated Standards:	SECU.01.020.01 Access Control Standard
------------------------------	--

Signature and Title of Approver:**Date:**

Tilak Mohan, Chief Information Officer	September 18, 2018
--	--------------------

Author:	Approver:	Approval Date:	Description of Change(s):
Kim Fedewa	Tilak Mohan	April 5, 2017	Original copy of approval.
Kim Fedewa	Tilak Mohan	Sept 18, 2018	Replaced Data Center Manager with CTS Manager in steps 1b, 1c. Delete tasks assigned to Data Center Manager. Added step 7.

Issued Date:	Last Revision:	Last Reviewed:	Next Review Date:
April 5, 2017	Sept 18, 2018	Sept 18, 2018	Sept 18, 2019