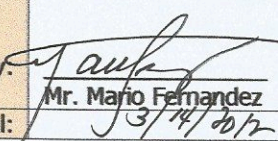


Procedure No:	ADM-PROC-ITC-0006
Procedure Title:	Securing User Accounts
Related Policy:	ADM-POL-ITC-0003 Network Administration Policy
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2009-2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Information Technology Center
"Supersedes" Notification:	
Procedure Description:	This procedure enumerates the application and severance of all user accounts issued to students and employees.
Areas of Responsibility:	Information Technology Center
Procedure Details:	<p>Students</p> <p>Step 1. The student reports to the Computer Laboratory for his class.</p> <p>Step 2. The technician assigns the student a pre-assigned username and password.</p> <p>Step 3. The students log in the computer.</p> <p>Employees</p> <p>Step 1. Employees proceed to the Network and Technical Support In Charge to secure their username and password.</p> <p>Step 2. The employee assigns his username and password. He can use any computer in the Colegio and gain access to his account.</p> <p>Step 3. HRD issues a Letter of Severed Employees. The Network and Technical Support In Charge deactivates the employees' users account.</p>
Procedure Approval Authority:	ITC Director
References:	
Definition:	
Help Page:	
Prepared by:	Planning, Funding and Development Office
Approved by:	
Date of Approval:	Mr. Mario Fernandez 3/14/2012

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