

FSAIS System Policy – Terminating a GDOE Network/Munis User Account

FSP-002

DATE: September 27, 2016

UPDATED: September 7, 2018

TASK FREQUENCY: Upon Online Clearance Notice Within 24 Hours Except Holiday and Weekends

POLICY: Network Active Directory/Munis user accounts will not be deleted. It will only be disabled to ensure historical transactions in the system are still link to a user account.

SCOPE: This affects Active Directory and Munis user accounts.

INSTRUCTIONS:

1. Access the GDOE Employee Clearance Log from the GDOE Google Drive.
2. Locate the employees that requested clearance from the day before.
3. Access the Active Directory and disable the network account of the employees identified in step 2. If the cleared employee specified has an effective end date that is after the date of clearance, input the effective end date in the Network Account Expire section.
4. If the cleared employee is a GDOE Munis user, follow the FSAIS Munis Procedure To Disable GDOE Munis User_v3.

REVIEWED and APPROVED By:



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Date