

# SOUTHERN UNIVERSITY AT NEW ORLEANS

## Policies and Procedures

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**Title/Topic:** SECURITY ACCESS FORM PROCEDURE

**Effective Date:** April 1999

**Revision:**

**Category:** Information Technology Center Procedure

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### Section 1. Purpose

- 1.1 These procedures are required for users to gain initial, modification, or deletion access to Information Technology systems that are available.

### Section 2. Authority

- 2.1 Southern University at New Orleans campus procedure.

### Section 3. Definitions

- 3.1 ITC – Information Technology Center

### Section 4. Application

- 4.1 These procedures apply to Faculty and Staff.

### Section 5. Procedure Statements

- 5.1 Step 1. User must complete the following items on the Security Access form.  
(Print all information).
- Department head name and title
  - User name
  - Position
  - Employee type
  - Department
  - Building and office number
  - Extension
- 5.2 Step 2. User must indicate the appropriate action code by placing an “I”, “R”, or “D” next to the available system(s).
- 5.3 Step 3. The department head must sign, date, and time the form.

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### Section 5. Procedure Statements

- 5.4** Step 4. The application custodian must provide the following information.
- Department code
  - Primary area code
  - Security class code
  - Authorized college code
  - Operator profile
  - System code
  - Action code for screen access
  - Screen number
  - Element ID
  - Signature, date, time
- 5.5** Step 5. After completing part 1 & part 2 and obtaining all the necessary signature(s) the User must return the form to Data Control in person.
- 5.6** Step 6. Data Control will date stamp the submitted Security Access form.
- 5.7** Step 7. The Security Access form will be forwarded to the Security Administrator to process.
- The Security Administrator must fill in User ID and temporary password information for mainframe systems.
- 5.8** Step 8. The Security Access form is forwarded to the Network Administrator to process Network Access if necessary. The Network Administrator signs and dates where appropriate. The Network Administrator must fill in login id and temporary password information for network systems.
- 5.9** Step 9. Data Control will call the User notifying him/her when the Security Access request is complete and ready to be picked up.
- 5.10** Step 10. User must pick up Security Access ID and temporary Password from the Security Administrator.
- The Security Administrator will give the portion of the form below the perforated line to the User.
- 5.11** Step 11. User must sign, date, and time the form.
- The Security Administrator will assist the User in changing his/her temporary password to a secret password.

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### Section 5. Procedure Statements

- 5.12 Step 12. The form is forwarded to ITC Director. ITC Director signs, dates, and times the form.
- 5.13 Step 13. The form is forwarded to Data Control.
  - Data Control initials and dates the form to complete the process.
- 5.14 Step 14. The Security Access form is filed alphabetically in the appropriate file cabinet.