Status: ☒ Working Draft ☐ Approved ☐ Adopted

Document owner: Ian Corbitt - SnowBe

1/27/2023

ITSP001 New Account

Purpose
This standard procedure details the process of creating a new user account for SnowBe IT resources.

Scope
This standard procedure shall be utilized when creating any new account for usage on SnowBe IT resources.

Definitions
SnowBe utilizes various industries' standard definitions compiled and managed SnowBe Information Technology for all information security and privacy. Refer to SnowBe IT Document ITD002, Technical Definitions.

Terms key to this policy:

SnowBe Access: SnowBe's central identity and password manager.

Roles and Responsibilities
Functional Officer - Chief Information Security Officer: Overall owner of SnowBe's IT Security subdivision and all its assets. Tasked with ensuring all IT assets are secured in accordance with this and all applicable laws, regulations, and business policies.

Responsible Officer - Chief Information Officer: Overall owner of SnowBe's IT division and all its assets.

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Procedure

1. User, or authorized requestor, shall submit an electronic request for access via SnowBe Access.
2. SnowBe IT account management personnel shall review the request for the following and sign request as valid:
   a. Proper authority has been granted to user or requestor to request an account, via new hire documentation or positional authority of requestor.
   b. Valid user information (i.e. user is employee versus user is guest or contractor).
3. SnowBe IT account management personnel shall perform independent second verification of items 2.a and 2.b above and sign the request as approved.
4. SnowBe Access will automatically generate account based on user information and provide it to IT account management personnel.
5. SnowBe IT account management personnel shall verify account functionality prior to relaying account information to user or requestor.

Version History

Version	Date	Owner	Approved	Description
1.0	1/20/2023	Ian Corbitt	Prostetnic Vogon Jeltz	Initial Release
1.1	1/24/2023	Ian Corbitt	Prostetnic Vogon Jeltz	Minor editorial changes
2.0	1/27/2023	Ian Corbitt	Prostetnic Vogon Jeltz	Added Definitions and Roles

Citations
None