**Monthly Access Control Verification Process**

1. The School Systems are the following:

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| --- | --- | --- |
| **Access Control List** | **Column** | **Owner** |
| Name on School Access Control (Master Access List) | A | Physical Security for HR |
| HR Updates | B | HR |
| Payroll Lists | C | Financial |
| Student Roster | D | Database |
| Contractors | E | Procurement |
| Privileged Accounts | F | Technology |

1. Go into Physical Facility Access Control and run the current report and save the names in Column A of the spreadsheet. HR includes any change of position in column B with this report. HR also checks with payroll and notes changes in column C. Column D is titled Student Roster. Column E is titled Contractors. Column F is titled Privileged Accounts.
2. The report is sent to the Student Database team to verify the student roster.
3. The Student Database team sends the report to Procurement to verify any contractors.
4. Procurement sends the report to IT for Active Directory verification.
5. IT sends HR the finished report.
6. The report is saved in HR in a folder named “[Period] Access Report.”
7. Repeat every defined period.

Schools Winter and Summer