To: Technology Director

From: OhCR Assist Team

Date: September 28, 2023

Subject: Privileged Account Holder Endpoint and Shared Folder Inspection Form

**Endpoint Validation and Verification**

* Privileged user’s computer is encrypted.
* Privileged user’s computer has a remote erase application.
* No large database or spreadsheet is on the endpoint outside the current school year.
* Privileged user has not shared their password.
* Privileged user is not emailing data files.
* Privileged user does not save school district data files on personal computers.
* Privileged user has completed their annual security awareness training.
* Privileged user has completed their Role Based training to protect critical data.

**Shared Folder Validation and Verification**

* No large database or spreadsheet is on the endpoint outside the current school year.
* Privileged user segments data files and educational files to prevent data leaks.

**Privileged User**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Verifier**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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