

Ulster County Board of Cooperative Educational Services

**Network User Accounts
of Examination #2023M-42**

**Report
CORRECTIVE**

ACTION PLAN

AUDIT RECOMMENDATION	PLAN OF ACTION	IMPLEMENTATION DATE	POSITION RESPONSIBLE
<p>Develop written procedures for granting, disabling and modifying network user account access and implement a process for monitoring compliance with the procedures once they are established to ensure they are being followed.</p>	<p>MHRIC staff will work together with the Ulster BOCES Board of Education to develop and implement written procedures for granting, disabling and modifying network user accounts. A process for monitoring compliance with the procedures developed will be established along with the procedures to be sure the new procedures are being followed.</p>	<p align="center">January 2024</p>	<p align="center">Operations & Programming Manager Network Systems Specialist III Ulster BOCES Board of Education</p>
<p>Disable network user accounts of employees as soon as they leave BOCES employment and disable other unneeded network user accounts in a timely manner.</p>	<p>An employee off-boarding checklist is being used to notify the MHRIC of employees leaving employment. A thorough review will be done of existing network user accounts and any unneeded accounts will be disabled.</p>	<p align="center">September 2023</p>	<p align="center">Operations & Programming Manager Network Systems Specialist III Director of Human Resources</p>
<p>Perform a periodic review of existing network user accounts, including shared, service and other non-employee accounts, to limit enabled user accounts to those deemed necessary for BOCES operations.</p>	<p>A new procedure will be set up to audit and disable user accounts that are not logged into after 45 days.</p>	<p align="center">September 2023</p>	<p align="center">Operations & Programming Manager Network Systems Specialist III</p>