Operating Standard

Title: Access Control **Number:** A6300.05
Type: Administrative
Responsible: VPAS
Related Policies: A6300
Linked Operating Standards: A6300.00, A6300.10, A6300.15, A6300.20, A6300.25, A6300.30, A6300.35, A6300.40, A6300.45
Related Laws: CFAA, ISO/IEC 27001
Related Standards:
HLC Criterion:

Statement

Information technology results in a high level of connectivity between all users within an organization. If any user is compromised, all devices and information to which the user has access must be considered compromised.

Computer user access must be limited to allow only what is required for a user to perform their daily duties to reduce the avenues of organizational breaches by those with malicious intent.

Access limitations will include access to shared network storage housing confidential information and computer workstation authority, known as Local Admin access. Users can utilize the full functions of installed software but cannot add new software to their computers. Uses must contact the Information Technology Department for temporary access to add new computer software.

Additionally, only devices purchased by the College and prepared by the Information Technology department shall be granted access to the College's shared network and licensed software.

Sharing file access with users outside of the College, such as through Google Drive, shall be restricted. Exceptions shall include known and previously approved partner organizations. If specific content must be shared for College business, users must contact the Information Technology Department to grant access.

Guidelines to be used for access approval

1. If needed software is pre-approved and licensed for College use or is on the College Supported Software list:
    a. Users must submit a Help Desk ticket to the IT Department. The ticket must include the requestor's name and the software's name.

b. If the software does not meet the above criteria, the user must receive approval from the Director of Information Technology or the VPAS.

2. If user needs to share content with an external source that has not already been approved, such as through Google Drive:
    a. Users must submit a Help Desk ticket to the IT Department. The ticket must include the requestor's name and the external sources identify, including name, organization, and email address.
3. Upon receiving a Help Desk ticket for approved software, IT will contact the requestor and install the software as requested.

Change Log	Governance Unit: Admin Services Council
Date	**Description of Change**
2.27.25	Initial Adoption