Account Registration and Deregistration - RACF

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Policy
06.0 Access Control (PR.AC)
   06.1 PR.AC-1
   06.1.1 Account Management

Purpose
The process for registering/terminating employees and contractors in RACF

Scope
IOT Supported Entities

Statement
Agencies shall notify IOT immediately following termination or the need to deregister an account using the following steps:

Deregistration/termination procedure:

- Account deregistration/termination on the IBM Mainframe is removed by the action of the Agency Security Coordinator or by the IOT Security Administrator. The agency security coordinator submits the online RACF-Mainframe Account web form to terminate the account. If an account has not been active for over 90 days, IOT Security Administrator sends a report notifying the agency that the user must log on to the account or the account will be de-registered/terminated by IOT.
- Completion of the form auto-generates a help desk ticket forwarded to IOT Account Management
- Account management deregisters/terminates user
- Account termination confirmation is sent to Agency Security coordinator, the help desk ticket is closed

Registration Procedure (applies to any users needing an IBM Mainframe RACF account)

- Account registration is initiated by Security Coordinator completion of the on-line RACF-Mainframe Account web form.
- Form auto-generates a help desk ticket forwarded to IOT Account Management
- Employees and non-employees may require slightly different information. Radio buttons are provided for each on the registration form.
- Setup users
  - Incorporate End User Password Minimums consistent with State standards
  - Configure group and resource access
  - Confirm that each account has an owner
  - This transaction serves as the record of registration
- Account creation results in a setup confirmation sent to Security coordinator, the help desk ticket is closed
Roles
All Personnel

Responsibilities
IOT Account Management shall register/deregister accounts in accordance with the statements written within this Standard. Agencies shall notify IOT immediately to ensure timely registration and deregistration of users.

Management Commitment
Management is responsible for ensuring timely registration and deregistration of users.

Coordination Among Organizational Entities
Agencies shall coordinate with IOT where necessary to appropriately secure data in accordance with this standard

Compliance
IBM RACF mainframe accounts automatically revoke after 60 days if unused. Automated quarterly reports showing 90 days of inactivity are sent to Agency Security Coordinator. If user does not log on, IOT Security Coordinator terminates the account.

Exceptions
No exceptions.