

**Overview**

This document clarifies the campus process for granting user- access, and the annual review of access for all decentralized applications containing Level 1 Confidential data. The annual review process is essential to ensure that the appropriate employees have access to systems containing Level 1 Confidential data and that the access is granted to the minimum set of data needed to perform job functions.

All changes to user accounts (i.e. creation, changes, and termination) must be approved in writing or through online authorization by appropriate campus personnel.

**Related Polices and Standards**

- CSU Information Security Policy - 8000.00 - Introduction and Scope
- CSU Information Security Policy - 8060.00 – Access Control
- CSU Information Security Standard - 8060.S100 – Access Control

**User Access Process for Applications Containing Level 1 Confidential Data**

1. The appropriate campus managers, data stewards, and/or their designated delegates must approve user-access (in writing or via online authorization) for any employees prior to granting access to the application.
2. The process for approval must include the following information at a minimum:
  - a. System name
  - b. Employee ID of Person with access
  - c. Name of Person with access
  - d. Employee ID of Person Reviewing Access
  - e. Name of Person Reviewing Access
  - f. Title of Person Reviewing Access
  - g. Date and Time Access was Reviewed
3. Access to applications must be granted in a way that maintains segregation of duties between the employees that approve, review, and grant access to the application.
4. Any changes to user-access (i.e. increases/decreases in levels of access or removal of access) must be approved in writing or via online authorization.
5. On an annual basis, the appropriate campus managers, data stewards, and/or their designated delegates must review, verify, and revise user-access as necessary. Documented evidence of this review is required and can include approval via online authorization or in a written format submitted to the ISO.
6. As a result of the annual review process, any required change or termination of access must be documented in writing or online authorization.