



Kansas Health Policy Authority Operational Policy

Title: User ID Management Policy

Number: POL-IT:2007-03

Effective date: 3-8-2007

Date Revised: None

Date of Annual Review: 5-15-08

Authority:

CATEGORY

Information Technology

SUBJECT

User IDs standards applied to KHPA-owned systems and network

BACKGROUND

Kansas Health Policy Authority has established policies, standards, and requirements to support the user identification (User ID) management procedures and guidelines.

POLICY STATEMENT

User ID Requirements:

- User IDs must be unique and identify only one individual user.
- User IDs must not be shared and group user-ids should not be permitted, except where required by specific applications or computer platforms and approved by the Information Security Officer.
- User IDs must be terminated when they are inactive or dormant after a period of inactivity not to exceed 30 days.
- User IDs must use the KHPA standard format of the first character of the user's first name, followed by the first character of the user's middle name, followed by the user's last name across all platforms to ensure uniformity. Duplicate User IDs are resolved by using additional letters of the user's first or middle name. Any User ID created prior to the effective date of this policy does not need to adhere to the standard format.
- User IDs must only be issued after Security Administration receives a properly authorized request, indicating type of access desired.
- User IDs must be immediately disabled when the user's employment is terminated, the user transfers to a position where access is no longer required, or the user is on extended leave where access is no longer required. The immediate supervisor or manager must initiate removal notification to the Security Administrator.
- User IDs must be updated within a month after a user's legal name changes. Individuals must notify supervisors when legal name change is to go into effect. The immediate supervisor or manager must initiate change of name notification.

- Users IDs must be suspended after three unsuccessful log-on attempts.

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Chief Operations Officer