

Topic: IIS User Account Management

Request Date: December 1st, 2017

Information Requested: We are seeking templates/examples of standard operating procedures and/or policies from other IIS programs as it relates to IIS user account management. Examples include provisioning accounts, disabling accounts, performing annual account reviews, etc.

Requesting Member: Heather Roth (CO)

Responding Member(s): Kim Tichy (IA), Elena Rosenberg-Carlson (MN)

Results:

IA: Links to Iowa's enrollment documents are included below.

- [IRIS Authorized Individual User Agreement](#)
- [IRIS Authorized Site Agreement-Organization](#)
- [IRIS Confidentiality Policy](#)
- [IRIS Policy for Reinstatement of Access](#)

MN: We have an internal Help Desk Manual that details some of Minnesota's standard operating procedures for user accounts. This is a living document that is updated regularly. If you are interested in seeing relevant sections of this manual (setting up new user accounts, reactivating user accounts, etc.) please contact Brittany Gyer at info@immregistries.org.