Requesting Guest User Access to Campus IT Systems

Overview
This document outlines the procedures for requesting guest access to Campus IT systems. Guests may be granted access to the network, databases and/or the enterprise applications. The access level must not exceed the level necessary for the work to be performed.

Access Guidelines
For each type of access, the request is to be made by the data custodian or the authorized person assigned to act on his/her behalf and the period of access must be specified. The Access Request form which is to be completed and signed by the person authorizing the request and the guest. See Guest Access Request Form
Guests are responsible for complying with the Guest Access Request Form and associated policies and procedures. In the event of security breach or violation, access will be suspended or revoked by the Security Officer. All such occurrences must be documented and reported to the data Owner.

General Access Procedure
Once it has been determined that access to Mona's IT systems is necessary for a guest user to perform tasks, the data custodian (or person acting on his/her behalf) will:

1. Provide the guest with: a) The University of the West Indies - Policy governing Information and Communication Security for the University of the West Indies and b) The Guest Access Request form which is to be completed and signed by the guest and the person authorizing the request. See Guest Access Request Form
2. Dispatch the signed form to MITS for implementation.

Allow two (2) working days for the processing of each request.

Request for additional access
The process for adding access is similar to requesting general access. The appropriate sections of the access form are to be updated and the form resubmitted to MITS.

Auditing
All production database accounts will be audited and periodic reports of the audit trails submitted to the data custodian.
Assistance in understanding and adhering of these procedures is provided upon request.