GUAM POWER AUTHORITY Standard Operating Procedure	No: *SOP-108	Issued: 09/10/10
	Prepared by: *A.V. Evaristo* A.V. Evaristo, Administrative Officer Concurred by: Rudy Manibusan, DP Systems Administrator (A)	
Title: **END USER SECURITY**	Approved by: Joaquin C. Flores, P.E. General Manager	
Effective Date: 9/10/10	Supersedes No. SP-108 4/21/03	Page 1 of 1

1.0 PURPOSE

To establish the Authority's Computer Systems security access privileges.

2.0 SCOPE

* This policy applies to all the end user of the AS/400/JD Edwards System *and Utiligy.

3.0 RESPONSIBILITIES

The Computer Services Division will be responsible to monitor and enforce all system user security that includes all User ID, Password and System Access. All system users will have a USER ID and PASSWORD assigned to them.

*
\# The Payroll section or Human Resources Division is responsible for notifying Computer Services of any Employee termination or retirement for system access removal. # Computer Services designated security officer shall review/verify security access privileges on a quarterly basis.

4.0 DEFINITIONS

User ID: A User ID will consist of user's first name and the last name initial or a combination of the first & last name, should a duplicate Id exist.

Password: A Password must be at least 6 to 8 characters in length and must start with a letter. Password must be change quarterly and old passwords will not be allowed.

5.0 GENERAL

Sharing of User Id and password is strictly prohibited. Any violation may result in the loss of the user's system access. New employees requiring system access must submit a Memorandum from their Division Manager to Computer Services. Memo should identify the user and the user's system requirements. Any employee transferring from one section to another, which requires a profile change to accommodate their new assignment, must submit a memorandum from their Division Manager to Computer Services.

CODES: * REVISED   # ADDED