

Internal Policies and Procedures of the Utah State Board of Education	
Policy #	05-05
Subject:	Enterprise Account Management
Date Approved	February 21, 2024
Policy Owner's Title	Chief Information Security Officer
Policy Officer's Title	Deputy Superintendent of Operations
References:	
-System and Application Login and Authentication (Policy # 05-04) -Center for Internet Security (CIS) Critical Security Controls – Control 5	

1) Purpose and Scope

- a) The purpose of this policy is to establish minimum requirements for Utah State Board of Education (USBE) Account Management, including user accounts, administrator accounts, and service accounts within the USBE.
 - i) This document should be expanded upon with additional policies and USBE operating procedures created in tandem with relevant USBE parties.

2) Policy

- a) An inventory of all accounts managed by USBE should be kept and maintained.
 - i) The inventory, at a minimum, should contain the person's name, username, start/stop dates, and department.
 - ii) The inventory should include both user and administrator accounts.
- b) Passwords
 - i) All accounts must follow the System and Application Login and Authentication policy.
- c) Administrator Privileges
 - i) Administrator privileges should only be given to dedicated administrator accounts on enterprise assets.
 - ii) Privileged accounts should be used only when needed to complete administrative tasks. Regular tasks such as browsing the internet or working on emails, should only be conducted from a user's primary, non-privileged account to minimize security risks.
- d) Service Account Inventory
 - i) An inventory of service accounts shall include for each account:
 - (1) department owner,
 - (2) review date,
 - (3) and purpose of the account.
 - ii) Service account reviews should be completed quarterly at a minimum.
- e) Account Management
 - i) Account management should be accomplished through a centralized directory or identity service.
 - ii) Accounts that have been inactive for 45 days should be disabled or deleted.
- f) All accounts should have their authorization validated at least quarterly.

