

L&I, Office of Information Technology Procedure

Name:	Account Revocation
Effective Date:	June 2017
Category:	Security
Version:	1.1

1. Scope:

This procedure applies to all Department of Labor & Industry (L&I) employees and business partners (hereinafter referred to collectively as "L&I Users").

2. Procedure:

The procedure is implemented by the L&I Office of Information Technology Access Management AM team.

A. Procedure to Restrict Access

<u>Step</u>	<u>Responsibility</u>	<u>Action</u>
1.	L&I Bureau of Human Resources	Contact agency CISO with user name/ID and date/time for account lock to take place
2.	Agency CISO	Contact AM team with account lock details
3.	AM team	Take the following actions in the AD: <ul style="list-style-type: none"> • Manually changes user password • Unchecks "User must change password at next logon" • Removes Logon hours • Restricts logon to one hostname
4.	AM team	Respond to CISO with completion

B. Procedure for Account Revocation (RACF)

<u>Step</u>	<u>Responsibility</u>	<u>Action</u>
1.	L&I User	5 Incorrect logon attempts. OR 90 days of inactivity
2.	RACF automations	Revoke user account

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3. References:

[L&I Policy Definitions Document](#)

[SEC-013](#) Access Management

4. Version Control:

Version	Date	Purpose
1.1	10/2016	Base Document
1.2	06/2017	Format and content changes