

Terms of use: Only entities that are customers or partners of Desired Outcomes, LLC are permitted to use this documentation template. This template may not be resold or used to offer services similar to those offered by Desired Outcomes, LLC. By using this template, you are accepting the terms of use.



[SUBSCRIBE TO COMPLIANCE ACCELERATOR](#)

INFORMATION SYSTEM ACCESS AUTHORIZATIONS

YOUR LOGO

Organization Name	<i>Company Name</i>
Applicable Information System	<i>Information System Name</i>
Document Owner	<i>Document Author's Name</i>
Document Approver	<i>Approver's Name</i>
Last Updated	<i>Date</i>
Document Version	<i>0.1</i>
Status	<i>Draft</i>
Document Location	<i>Link to file or file path</i>

TABLE OF CONTENTS

Introduction 2

Purpose.....2

Scope2

Information System Access Authorizations 2

Shared Accounts3

Privileged Functions & Accounts 3

Separation of Duties Matrix 4

List of Appendices..... 6

Appendix A Glossary6

Appendix B References Error! Bookmark not defined.

Document Maintenance.....6

 Document Approval & ControlError! Bookmark not defined.

 Contact Information.....Error! Bookmark not defined.

INTRODUCTION

PURPOSE

This document seeks to list logical and physical access authorizations to the information system, privileged functions and users, separation of duties for common privileged functions, and the personnel who are authorized to access CUI.

SCOPE

This document has been developed for ORGANIZATION NAME’s information system.

INFORMATION SYSTEM ACCESS AUTHORIZATIONS

Personnel with logical and or physical Access Authorizations

Full Name	Organization	Logical Access Allowed?	Level of Privilege	Physical Access Allowed?	Authorized to Access CUI?
<i>John Doe</i>	<i>Company Name</i>	<i>Yes or No</i>	<i>Privileged or</i>	<i>Yes, and to which location or No</i>	<i>Yes, or No</i>

			<i>Standard User</i>		

SHARED ACCOUNTS

Shared accounts are any resource that uses a single pair of credentials to authenticate multiple users.

Shared Account Name	Persons Authorized to Use the Account	What is the account used for?	Permissions and Privileges assigned to the account
<i>e.g., BackupService</i>	<i>e.g., John Doe</i>	<i>e.g., Running the nightly backup service</i>	<i>e.g., Local admin on the backup service</i>

PRIVILEGED FUNCTIONS & ACCOUNTS

Privileged functions typically involve the control, monitoring, or administration of the system and its security measures. Privileged functions include establishing system accounts, performing system integrity checks, conducting patching operations, or administering cryptographic key management activities.

Personnel Authorized to Perform Privileged Functions				
Privileged Function	Jane Smith	John Doe		
Creating and managing user accounts				
Deploying patches				
Installing software				
Modifying system configuration settings				
Creating and deploying backups				
Performing security scans and network traffic analysis				
Managing cryptographic keys (e.g., SSH keys, digital certificates)				

Privileged Accounts		
Account Name	Account Owner	Purpose of the account
<i>e.g., JDoeAdmin</i>	<i>e.g., John Doe</i>	<i>e.g., Office 365 admin account</i>

SEPARATION OF DUTIES MATRIX

Enter an X into the cells in the table to assign tasks

Duty: User Account Creation			
Task	<i>John Doe</i>	<i>Jane Smith</i>	
Request User Account Creation			
Create the user account			
Provide the user with the account credentials			

Duty: Account Permission Change			
Task	<i>John Doe</i>	<i>Jane Smith</i>	
Approve/Disapprove of Permission Change Request			
Change account permissions			

Duty: Software Approval			
Task	<i>John Doe</i>	<i>Jane Smith</i>	
Review Software Request			
Install Software for User			

Duty: Configuration Change/Maintenance Performance			
Task	<i>John Doe</i>	<i>Jane Smith</i>	

Complete configuration change process (see configuration management plan)				
Approve/Disapprove of Permission Change/Maintenance Request				
Implement change/perform maintenance				

Duty: Audit Log Management				
Task	<i>John Doe</i>	<i>Jane Smith</i>		
Review Audit Logs				
Administer/Maintain Audit Logging Tools				

Duty: Backup and Recovery				
Task	<i>John Doe</i>	<i>Jane Smith</i>		
Administer/Maintain Backup Tools				
Perform Backups				
Approve System Recoveries				

Duty: Incident Response				
Task	<i>John Doe</i>	<i>Jane Smith</i>		
Respond to Security Alerts				
Contain Incident				
Incident Recovery				
Create Incident reports				
Report Incidents to Stakeholders				

Duty: IT or Security Policy Change				
Task	<i>John Doe</i>	<i>Jane Smith</i>		

Review proposed change				
Approve proposed change				

LIST OF APPENDICES

APPENDIX A GLOSSARY

Access control: The process of granting or denying specific requests to: 1) obtain and use information and related information processing services; and 2) enter specific physical facilities (e.g., federal buildings, military establishments, border crossing entrances).

Separation of duties: the principle that no user should be given enough privileges to misuse the system on their own.

Privileged user: A user that is authorized (and therefore, trusted) to perform security-relevant functions that ordinary users are not authorized to perform.

User: Any appropriately cleared individual with a requirement to access an information system (IS) for performing or assisting in a lawful purpose.

Standard User Account: A user account with limited privileges that will be used for general tasks such as reading email and surfing the Web.

Privileged account: An information system account with approved authorizations of a privileged user.

DOCUMENT MAINTENANCE

This document is to be reviewed annually by relevant personnel and updated as required. Changes to the document are to be recorded, versioned, and approved prior to release.

DOCUMENT APPROVAL & CONTROL

This document is to be approved by a person from executive management and maintained by the document owner.

Document Approval				
Release Date	Version	Approver	Title of Approver	Document Owner
	1.0			

Record of Changes				
Change Date	Version	Rationale	Changes Made by	Contact Info
	0.1	Initial Draft		

CONTACT INFORMATION

If you have any questions about this document, please contact the document owner, **NAME** at **EMAIL**.

www.cubcyber.com