# ICTS Policies

## SAP user expiry policy

### Document summary

| Effective date | September 2010 | Last updated | April 2011 |
|---|---|---|---|
| Policy owner | ICTS: Systems Division, Systems Access Team | | |
| Approved by | SAP Operations Group (SOG) | | |
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### Purpose

For security purposes it is important to expire users on SAP PRD who are no longer employed at UCT, or those who no longer use SAP PRD. This policy ensures clarity around SAP user expiry.

### Acronyms

| Term | Definition |
|---|---|
| PRD | Production version of SAP |
| SA | Systems Access |
| SD | Systems Division |

### Applicable to

This policy is intended for the SA team, in relation to all SAP PRD users.

## Policy details

1. On request by the Head of Department, Manager or Faculty Office Manager, the SA team will expire SAP users and remove all roles or profiles.

2. On a monthly basis the SA team will expire all users who have not logged on to SAP PRD for two consecutive months.

3. On a monthly basis the SA team will remove all roles or profiles from SAP users who have not logged on to SAP PRD for twelve consecutive months.

4. Any user that requires access after their authorisation has been removed will need to attend the relevant training before they will be authorised to access SAP again.