

Document control

Distribution list

Name	Title	Department
Information Security Advisory Board		
Information Technology Committee		
Mike Bragg	Systems Specialist	IMT

External document references

Title	Version	Date	Author
Information Security Policy	3.7	01/07/15	Jethro Perkins
Information Classification Standard	3.0	15/03/13	Jethro Perkins

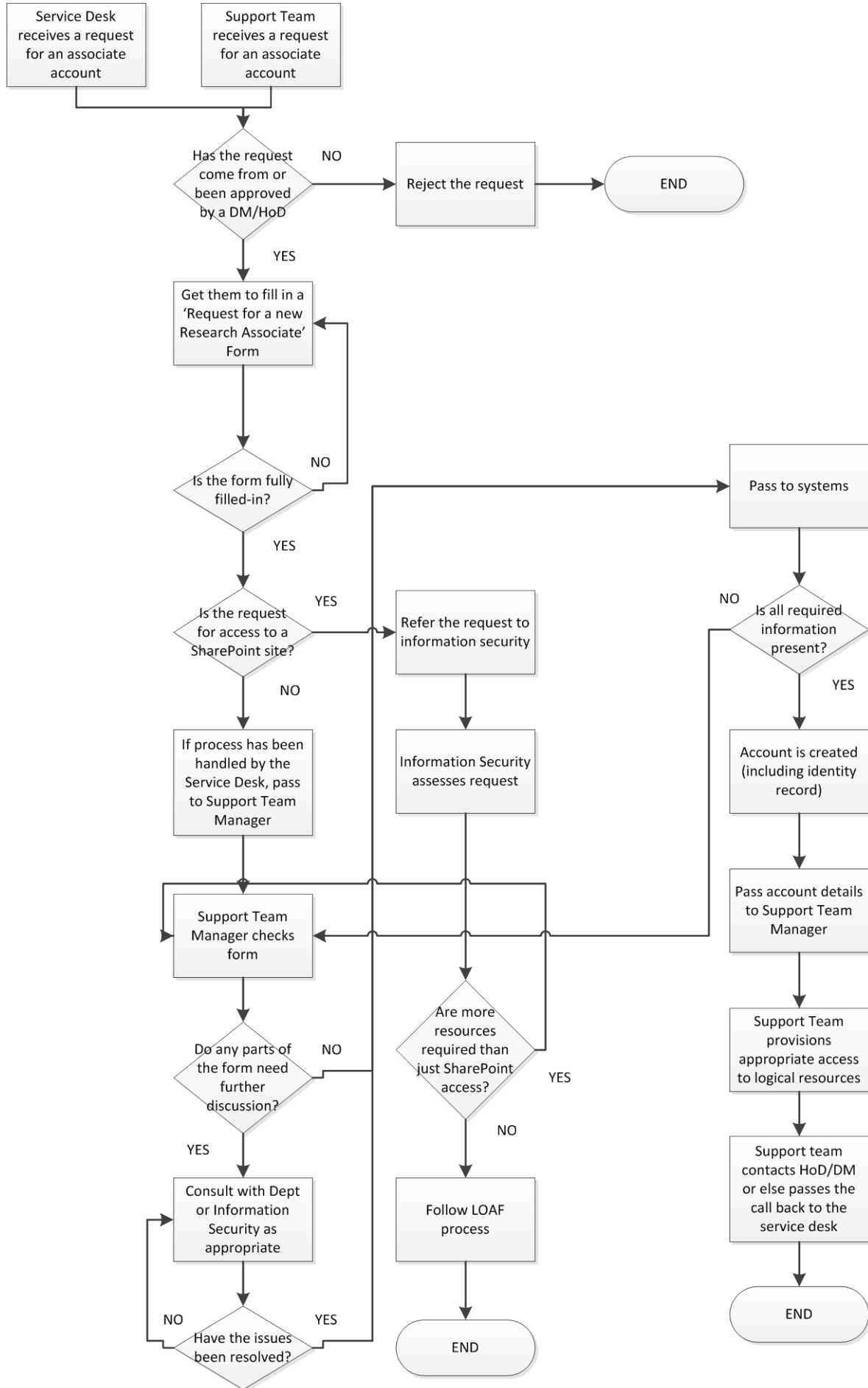
Version history

Date	Version	Comments
30/10/15	1.0	Release to ISAB
06/11/15	1.1	Updated after comments from ISAB
27/11/15	1.2	Further updates from the Director of Government Relations. Submitted to ITC 07/12/15. Endorsed.
12/08/16	1.3	Updated the Annex A process
06/09/16	1.4	Further update of the Annex A process to make it more legible.

Review control

Reviewer	Section	Comments	Actions agreed
ISAB	2.1.1	What is a 'valid need'	Expansion of the definition
ISAB	2.1.1	Clarification needed around what figures of authority could request an account	Update of definition
ISAB	1.2	Remove the word 'registered' from 'Out of Scope' definition	Word removed
ISAB	1.1	The definition of an 'Associate' needs to be expanded.	

Appendix A – LSE Associate Allocation Process



LSE Associate Accounts

“Associate Accounts” are user accounts provided to people who are not students, suppliers or staff, but have business associated with the School. This will mostly be involvement with LSE-based research.

ALL requests for associate accounts must be either from, or explicitly approved by, a DM or a HoD.

General Principles:

1. In order to make sure that Associates do not violate our licensing agreements, or otherwise be provided with access to areas they should not have, all associate accounts will be created by the IMT Systems team.
2. All requests for associate accounts must be made in the first instance to the Service Desk or a Support Team Manager.

The process below outlines how a request for an associate account will be validated and how the account will be created.

Disambiguation: Library Associate Accounts

LSE Library is also the British Library of Economic and Political Science. The library therefore provides members of the public with Associate cards and access to the Library via a WEB FORM. The users generated by this route have no right to LSE associate accounts as laid out by this process. Library associate identities must not be transferred to any further associate status outside that conferred by the WEB FORM.