



I. 5.5.4 Access to Central Resources

Chapter 5 - Information Technology	Original Effective Date: June 2000
Section: 5.5 Information Technology Service Management	Date Last Reviewed: May 2023
Responsible Entity: Vice President and Chief Information Officer	Date Last Revised: July 2019

II. Purpose

To establish the procedure for access to central resources of UT Health San Antonio.

III. Scope

This procedure applies to all current and former faculty, staff, students, residents, healthcare providers, researchers, contractors, or any other third party entities who have direct or indirect access to Information Resources created, held or maintained by UT Health San Antonio or any controlled affiliate, including, but not limited to its clinics, hospitals, and research operations.

IV. Policy

- A. Change to user accounts, network access requests, telecommunications requests, mail, access, leased mass storage, networking and programming services, etc. are processed after an authorized Team Dynamix Service Request form.
- B. Accounts must be deactivated upon termination of employment. It is the responsibility of the client department to notify Information Technology Service Management (ITSM) of active accounts for terminating employees and specify their disposition.

V. Definitions

There are no defined terms used in this Policy.

VI. Related References

There are no related documents associated with this Policy.

VII. Review and Approval History

The approving authority of this policy is the University Executive Committee.

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Effective Date	Action Taken	Approved By	Approved Date
06/2000	Policy Origination		
07/2019	Policy Revision		
05/2023	Policy Review		