<SOP: New Password Creation> - V 1.0

Status: ☒ Working Draft   ☐ Approved   ☐ Adopted

Document owner: SnowBe Online

Last Review Date: 09/24/2022

PROC02 - New Password Creation
Procedures

Table of Contents

1. Purpose

When an individual enters employment at SnowBe Online a number of network accounts and resources will be created which allow normal office functions and communications. Depending on the position being assumed, additional access to special resources will be made available. These procedures document the creation process for passwords to access SnowBe Online network accounts.

2. Scope

These procedures shall apply to all employees of SnowBe Online..

3. Definitions

N/A

4. Roles and Responsibilities

4.1. Human Resources (HR)

On receiving appropriate documentation for a new employee, Human Resources will create a Banner General Person record and pass information to IT Support.

4.2. IT Support

IT Support will:

1. Create an unactivated SnowBeNet account.
2. Create an unactivated account in the email groupware system.
3. Create an unactivated account on an appropriate network file server.

4.3. SnowBe Online Employees

All SnowBe Online new employees will be responsible for creating account passwords through an on-line process.

5. Procedures

What You Will Need:

- Your SnowBeOnline User ID. This is your unique ID, which looks like SNO00001234. New employees receive this in their onboarding materials or from Human Resources (HR). If you don't know your SnowBe Online User ID, contact HR at 555-555-5555 or hr@snowbeonline.com.
- A laptop/desktop with a web browser. (We don't recommend using a mobile device for the setup process.) If you encounter an error at any step, we can help! Just contact IT Support at 555-555-5556 or itsupport@snowbeonline.com.

Step 1: Create Your Password.

1. On the Main Menu page, select the first item, "Set Up Your SnowBe Online account".
2. On the Welcome screen, click the blue button "Continue to set up the account for (your

SnowBe Online User ID)".

3. Click through the process, which gives you important information about using SnowBe Online systems.
4. At the end of the process, copy the temporary (one-time use) password.
5. Go to https://portal.snowbeonline.com/.This is the main login page for all your SnowBe Online access!
6. Enter your SnowBe Online User ID, and paste the temporary password you just copied.
7. Immediately create a new (permanent) password, to replace the temporary password. Strong passwords are important for security!

Step 2: Log In to SnowBe Online Portal.
Log in at https://portal.snowbeonline.com/ with your SnowBe Online User ID and new password. When you see your personalized SnowBe Online Portal page, you've finished! You'll log in to your Portal for all your SnowBe Online online access.

6. Exemption

Exemption from certain procedure provisions may be sought by following the SnowBe Online's Exemption Process.

7. Enforcement

Any employee found to have violated this procedure may be subject to disciplinary action, up to and including termination of employment, and related civil or criminal penalties.

8. Version History Table

Change Date	Version	Description	Document Owner	Approved By
09/24/2022	1.0	Working Draft of New Password Creation Procedure	Samuel Oruh	Robin Groff Alarcon
Month/day/year				
Month/day/year				

9. References

MCLA Network Account Creation Procedure
https://techhelp.mcla.edu/index.php/Network_Account_Creation_Procedure