

**Willamette Education  
Service District**

Code: **DIF**  
Adopted: 6/28/11

**Security Access to Financial Systems**

The ESD shall designate two financial systems security officers (SO), one to serve as the primary security officer and one to serve as the backup. Each SO is expected to understand how the financial system(s) operates, be familiar with the security access screens (including profiles) and have the ability to verify user access.

The ESD Security Officer(s) (SOs) shall:

1. Document all requests received from ESD management to add, change or revoke a designated employee's access and maintain the documentation for audit purposes;
2. Participate in annual security reviews and training.

Designated employee users shall not allow other individuals to use their passwords.

Immediate revocation of access to all central financial systems for each person involved in a security violation will occur. The ESD shall take corrective action and may take disciplinary action up to and including dismissal for any security violations.

The ESD shall develop control procedures that ensure the systems access to financial services granted to designated employee users are appropriate and consistent with the employee's job duties. Systems access shall be set at the minimum level needed for the employee users to perform assigned job duties.

END OF POLICY

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**Legal Reference(s):**

[ORS 291.015](#)  
[ORS 293.595](#)  
[ORS 324.125\(7\)](#)