

TRIDENT

TO: Trident Workforce Investment Area Contractors and Staff

ISSUANCE DATE: March 9, 2012

EFFECTIVE DATE: Immediately

SUPERSEDES: N/A

SUBJECT: SC Works Online Services Staff Credentials and System Integrity

PURPOSE: To provide guidance in adhering to State instruction letter 11-10 on the protection of SC Works Online Services (SCWOS) Staff credentials, as it relates to system security and data integrity.

POLICY: To carry out the intent of the state issued instruction letter 11-10. A Staff User means an individual who have been granted a staff account in SCWOS. Staff users are to protect the security and integrity of their SCWOS credentials.

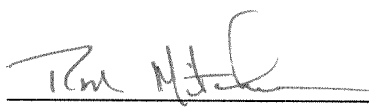
PROCEDURES:

Staff should follow these guidelines:

- Do not give your username and password to other staff or individuals.
- Do not use another staff user's credentials to log into SCWOS.
- Do not record data using your credentials, on behalf of another staff.
- Do not allow your internet browser to store your username and password in the SCWOS home page.
- Do not write down your username and password and leave them exposed or store them in an unsecure location.
- When stepping away from your computer, log out of SCWOS and lock your computer.

Since compromise of a staff user's credentials is of great danger to SCWOS security, it is the staff user's responsibility to immediately report any suspicious activity involving his or her credentials to the Performance & Reporting Unit at voadmin@dew.sc.gov. When a staff user's credentials are suspected to have been compromised, the staff user should change his or her password and immediately notify the Performance & Reporting Unit.

Failure to adhere to this policy may result in inactivation of a staff user's SCWOS account.



Ron Mitchum, Executive Director
BCDCOG

March 9, 2012
Date

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Nikki R. Haley
Governor

Abraham J. Turner
Executive Director

EMPLOYMENT AND TRAINING STATE INSTRUCTION NUMBER: 11-10

TO: SC Works Online Services Staff System Users

SUBJECT: SC Works Online Services Staff Credentials and System Integrity

ISSUANCE DATE: March 6, 2012

EFFECTIVE DATE: Immediately

PURPOSE: To issue State policy concerning the protection of SC Works Online Services (SCWOS) Staff Credentials, as it relates to system security and data integrity.

DEFINITIONS: "Staff users" means individuals who have been granted a staff account in SCWOS.

BACKGROUND: SCWOS is a service delivery, case management, labor exchange, and reporting system, and contains sensitive data about the individuals who participate in the SC Works system of programs and services.

Staff users of SCWOS have access to sensitive information about individuals. It is incumbent upon each staff user to protect the security of his or her unique SCWOS username, and the corresponding password. This not only protects the security of data about the individuals we serve, but also maximizes data integrity, allowing data to be traced to a particular staff user.

POLICY: Staff users are to protect the security and integrity of their SCWOS credentials. In particular, staff users should follow these guidelines:

- Do not give your username and password to other staff or individuals.
- Do not use another staff user's credentials to log in to SCWOS.
- Do not record data using your credentials, on behalf of another staff.
- Do not allow your internet browser to store your username and password in the SCWOS home page.
- Do not write down your username and password and leave them exposed or store them in an unsecured location.
- When stepping away from your computer, log out of SCWOS and lock your computer.


Since compromise of a staff user's credentials is of great danger to SCWOS security, it is the staff user's responsibility to immediately report any suspicious activity involving his or her credentials to the Performance & Reporting Unit at vosadmin@dew.sc.gov. When a staff user's credentials are suspected to have been compromised, the staff user should change his or her password and immediately notify the Performance & Reporting Unit.

Failure to adhere to this policy may result in inactivation of a staff user's SCWOS account.

"Putting South Carolinians Back to Work"

Employment & Training State Instruction Number 11-10
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INQUIRIES: Questions may be directed to Courtney Nowak at 803.737.2670 or cnowak@dew.sc.gov.



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