User Creation and Password Policy for ERP Software

1.0 PURPOSE:
1.1 To provide a procedure for password policy for creation of passwords in ERP software.

2.0 SCOPE:
2.1 This procedure is applicable to all ERP users of ……... and associate companies.

3.0 RESPONSIBILITIES:
3.1 IT personnel is responsible to create new password as per this SOP.

3.2 All ERP users responsible to follow the procedure.

3.3 IT Head / designee is responsible to provide training and ensure compliance to the SOP.

4.0 REFERENCES:
4.1 NA

5.0 DEFINITIONS:
5.1 NA

6.0 PROCEDURE:

6.1 Creation of users and password setup:

6.1.1 If any new user addition, user department HOD shall provide the required details to IT department through email communication. HOD shall provide the relevant details of required ERP access modules and access control for the particular user.

6.1.2 IT personnel shall create the new user id as, User name, Password and Pin details.

6.1.3 Password should contains the following characters:

6.1.3.1 Minimum 7alphanumeric characters.

6.1.3.2 Should contain minimum one upper case character

6.1.3.3 Should contain minimum one lower case character

6.1.3.4 Should contain minimum one numeric character

6.1.3.5 Should contain minimum one special character Eg: Amit@2033

6.1.4 Pin should contain numeric characters only.

6.1.5   IT personnel shall communicate the new user name/ password / pin to the concerned HOD.

6.1.6   After creation, user shall modify the password / pin in their respective modules as per steps 6.1.3.1 to 6.1.3.5

6.1.7   Periodical change of password control provided in the software as once in 90 days.

6.1.8   Users account shall be blocked for more than 5 consecutive failed login attempts. To unlock blocked users follow SOP for Centralized System Admin.

6.1.9   If any changes required for the existing users, HOD shall communicate through email along with reason and submit the same to IT department. IT personnel shall update the same

6.1.10 If any users resigned in the plant, user shall communicate the same as per SOP ---- and IT personnel shall the same in the ERP system.

7.0   ABBREVIATIONS:

Abbreviation	Full Form
SOP(s)	Standard Operating Procedure(s)
No.	Number
QA	Quality Assurance
qty.	Quantity
NA	Not applicable

8.0   CHANGE HISTORY:

Change Control No.	Version	Reason for Changes
NA	00	- NEW