Teleconferencing services
Asset-Specific Access and Privilege Specification (ASAPS)
Version 1.0 / 2016-08-08

For information regarding violations and enforcement, please refer to the CTSC Master Information Security Policies & Procedures located at http://trustedci.org/cybersecurity-program/.

Asset Description: This asset is for the ability to join, setup and manage teleconferencing calls with our teleconferencing service provider, readytalk.com.

Asset Manager: Leslee Cooper

Secondary Manager: CTSC PIs

Documenting and Accounting: Any staff member who has the ability to configure or modify content on this site should be listed in the access table of this document.

Reviewing: Access controls and supporting documentation must be reviewed every six months or when there is a change in CTSC personnel.

Monitoring: Activity on account is monitored through the monthly bill that is reviewed by Leslee Cooper.

Revoking Access: Access to this asset must be revoked or privilege reduced within 24 hours of disqualification.

Remote Access: n/a

Access Table:

Role	Privilege Level	Conditions & Procedures for Access at this Privilege Level
Leslee Cooper	Admin	Password access to website Access code for creating/managing conferences
Von Welch	Create meetings	Access code and passcode. Von's passcode has been shared with 3 other employees at CACR for use only in the event of his absence in order to make sure the meeting can be started.
Susan Sons	Create meetings	Access code and passcode
Amy Starzynski Coddens	Create meetings	Access code and passcode

Jim Marsteller	Create meetings	Access code and passcode
Craig Jackson	Create meetings	Access code and passcode
Mark Krenz	Create meetings	Access code and passcode

Change Log:

Use this change log to document the version history of this specification document, as well as other changes, such as the rationale for assigning or revoking certain privileges.

Date	**Description of Change**
2016-08-08	Initial Publication