

**Example Company, Inc.**  
**Identity Management Architecture**  
**Policy on Identity Provisioning**  
**Status: [Approved | Draft – RFC | Final Draft – Awaiting Approval ]**  
**Date: 01APR04**

**1.0 Purpose**

The purpose of this policy is to provide guidance concerning identity provisioning at Example Company, Inc..

**2.0 Scope**

This policy applies to all Example Company, Inc. projects, procurements, employees and affiliates.

**3.0 Definitions**

**4.0 References**

Identity Reference Framework, Section 3.3, Identity Standards  
Identity Reference Framework, Section 8.4, Directory Products  
Policy on Directories  
Policy on Passwords

**5.0 Policy**

**5.1 Automatic Provisioning.** Wherever possible, Example Company, Inc. information systems will be architected, procured, and built so as to automatically provision user information from the Enterprise Directory. The enterprise directory data will be considered canonical.

**5.2 Self Provisioning.** Employees, customers, and partners should be able to self-service as many of the identity lifecycle activities as possible.

**5.3 Password Reset.** All newly procured or built Example Company, Inc. information systems will support password reset by users without help desk interaction. Existing systems will be modified to support password reset whenever major modifications are done. See Section 5.3 of the Policy on Passwords for additional requirements. Exceptions must be granted in writing by the Office of the CIO.

**5.4 Support for Standards.** All information systems procured or built will conform to standards in Section 3.3 and Section 8.4 of the Identity Reference Framework. Exceptions must be granted in writing by the Office of the CIO.

**6.0 Enforcement**

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

**7.0 Contacts**

**7.1 Custodian**

IMA Team, Office of the CIO  
imateam@example.com  
801.555.1212 x563

**7.2 Approval Body**

Identity Management Architecture Review Board

**8.0 Revision History**

Version	Approval Date	Comments
1.0	01APR04	Initial version approved.