1 DIRECTIVE

1.01 For host and server computer systems:

(a) All setup activity must be scheduled and controlled by an approved implementation plan.

(b) Physical setup must be done only by qualified technical staff.

(c) Operating system installation and setup is restricted to the Information Technology Service Delivery Organization (IT SDO).

(d) Application installation is restricted to the IT SDO.

1.02 For GNB provided computing devices that are to be connected to a network:

(a) Department management must request personal computers, user identifiers and required authority levels and network connections.

(b) Physical setup may be done by a qualified user up to, but not including connection to the company network.

(c) The IT Technical Support must complete the network connection.

(d) Operating system installation and setup is restricted to the IT SDO.

(e) A special connection identifier will be established on the personal system with administration authority for the IT SDO use only. The IT SDO uses this connection identifier to install the basic set of applications on each user's personal system.

1.03 In a business environment requiring tight controls on applications installed:

(a) The user's connection identifier must be restricted in authority to disallow the installation of any applications. The IT SDO must install all applications beyond the basic set.

2 PURPOSE

2.01 The purpose of this Directive is to ensure that all computer systems are set up correctly and efficiently.

3 SCOPE

3.01 This directive applies to all employees.

4 RESPONSIBILITY

4.01 The IT SDO is responsible for initial setup for all computer systems, operating systems, and the standard utilities and applications.

4.02 The IT SDO is responsible to install all customized and developed applications on all computer systems.

4.03   Respective Departments are responsible to identify all users who will have GNB provided computing devices allocated to them and request the systems to be ordered, set up and implemented along with the required schedules. *Generally, system setup requests are done through the business unit standard onboarding process.*

5   DEFINITIONS

None

6   REFERENCES DIRECTIVE

OCIO IT 2.02 – System Acquisition

OCIO IT 2.03 – Recording IT assets

OCIO IT 9.02 – Systems Security

OCIO IT 13.08 – Portable Computers