

Requesting SANS Securing the Human Accounts

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Comprehensive Training: SANS Securing the Human Procedures:

1. Complete the [SANS Account Request Spreadsheet.xlsx](#)
2. Send the completed file from your institution email (i.e. do not send from a personal email account) to the BOR IT Support Center (ServiceDesk@ct.edu).
3. Account creation may take up to 2 business days to be processed. When access is granted, an email is sent to the email address provided in the request.
4. For students, use their Office 365 email address; for staff members, use their official institution email address (i.e. do not request access for personal email addresses).
5. If an employee's information has changed (i.e. name change due to marriage, different department, email or phone number), then please use the following [Change Form](#).