#### 1232 Deactivating CLASS Accounts for Lack of Use

LPPH June 2012

Policy

If an employee has not used the CLASS system for more than 90 days, the employee’s permissions are reviewed to determine whether to approve continued access.

Procedure

The Management Reporting and Statistics (MRS) area of DFPS provides Licensing with a list of staff who have access to CLASS, but have not logged into the system for more than 90 days.

A designated program specialist in Licensing at the DFPS state office:

• reviews the list; and

• coordinates with Licensing’s regional managers (and the managers of other divisions, programs, or agencies, when necessary) to determine whether to continue the employee’s access.

If the decision is made to deactivate the employee’s access to CLASS, the program specialist:

• directs the employee’s director, manager, or supervisor to submit an eMAC ([Move, Add, or Change](http://intranet/Application/eMAC/WebPages/HomePage.aspx) form) within two business days to request that the employee’s access to CLASS be removed; or

• directs staff in the Data Integrity area of DFPS Program Support to remove the employee’s access to CLASS.