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| --- | --- |
| Date: |  |
| Service Account Name: |  |
| Department: |  |
| Manager’s Name: |  |
| Application Name: |  |

A data warehouse service account is an account used by a department to support operations of an application or reporting. It should be used where there are multiple developers and using a single developer’s account would be inappropriate such as in a configuration file for an applications or reporting tool. Service accounts are owned by the department or development team and will not be deleted when developers leave Duke, unlike personal development accounts. Access to Service Accounts should be tightly controlled and limited to only those who need access to maintain or administer their application. When a service account is used, it is up to the application and development team to manage security controls and access rights to the data once it is extracted from the data warehouse.

Requirements to maintain a Service Account

1. Anyone with access to use the service account must have their own account, pass the Data Prospector training, and complete a Data Use Agreement and Use Case document. Users will need to maintain their individual access to be eligible to access service accounts.
2. Use Case document must be completed by the manager for the service account too
3. A list of approved users for the service account will be provided by the manager
4. Direct access to the service account will be provided by the department manager to DHTS for physical review every 6 months
5. Service accounts must be active and used at least once every 3 months to be maintained as active

I agree to comply with the provisions above.

Manager Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_