

094847

# EPHRAIM MOGALE LOCAL MUNICIPALITY

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EXTRACTS FROM THE MINUTES OF THE 3<sup>RD</sup> ORDINARY COUNCIL MEETING OF  
EPHRAIM MOGALE LOCAL MUNICIPALITY HELD ON WEDNESDAY THE 29<sup>TH</sup> APRIL  
2015

FILE/S: ~~8/4/P~~ 6/2/2/P

OC3/15/2015 INFORMATION COMMUNICATION TECHNOLOGY (ICT) RELATED  
POLICIES ~~8/4/P [06/02/P]~~

## RESOLVED

1. That the Council takes cognizance of the circulated report.
2. That the Council approves the following ICT related policies and procedures:
  - 2.1 Account Management Policy.
  - 2.2 Change Management Procedure.
  - 2.3 End User Management Policy.
  - 2.4 Patch Management Policy.
  - 2.5 User Management Procedure.
  - 2.6 ICT Global Policy.
  - 2.7 ICT Security Policy.
3. That the Council approve the reviewal of the following policies and procedures:
  - 3.1 Back up Policy & Procedure.
  - 3.2 Allocation of Movable ICT Devices Policy & Procedure.
4. That the Council refer the policies to the LLF.
5. That the approved policies and procedures be implemented with effect from the 1<sup>st</sup> April 2015
6. That there be a clear policy that distinguish the ownership of the i-pad equipment carried by Councillors,
7. That the Council instruct the Municipal Manager to implement the decision accordingly.

L.B. MODISHA  
SPEAKER

29 APRIL 2015

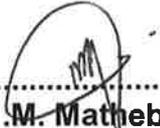
## FINALISATION BY:

ALLE KORRESPONDENSIE MOET AAN DIE  
MUNISIPALE BESTUURDER GERIG WORD

MANGWALO KA MOKA A LEBANTSHWE  
GO MOLAODI WA MASEPALA

ALL CORRESPONDENCE TO BE ADDRESSED  
TO THE MUNICIPAL MANAGER

Referred to Director of Corporate Services by Municipal Manager



M.M. Mathebela  
Municipal Manager

05/25/15

Date Received



**They are as follows:**

1. Account Management Policy.
2. Change Management Procedure.
3. End User Management Policy.
4. Patch Management Policy.
5. User Management Procedure.
6. ICT Global Policy.
7. ICT Security Policy.
8. Back up Policy & Procedure.
9. Allocation of Movable ICT Devices Policy & Procedure.

**RECOMMENDATIONS OF THE EXECUTIVE COMMITTEE**

1. That the EXCO takes cognizance of the circulated report.
2. That the Council approves the following ICT related policies and procedures:
  - 2.1 Account Management Policy.
  - 2.2 Change Management Procedure.
  - 2.3 End User Management Policy.
  - 2.4 Patch Management Policy.
  - 2.5 User Management Procedure.
  - 2.6 ICT Global Policy.
  - 2.7 ICT Security Policy.
3. That the Council approve the reviewal of the following policies and procedures:
  - 3.1 Back up Policy & Procedure.
  - 3.2 Allocation of Movable ICT Devices Policy & Procedure.
4. That the Council approves that the reviewed policies replaces any other policy that existed prior the reviewal of the policies.
5. That the approved policies and procedures be implemented with effect from the 1<sup>st</sup> April 2015
6. That the Council instruct the Municipal Manager to implement the decision accordingly.

**RECOMMENDATIONS OF THE PORTFOLIO COMMITTEE**

1. That the Committee takes cognizance of the circulated report.
2. That the Council approves the following ICT related policies and procedures:
  - 2.1 Account Management Policy.
  - 2.2 Change Management Procedure.
  - 2.3 End User Management Policy.
  - 2.4 Patch Management Policy.
  - 2.5 User Management Procedure.
  - 2.6 ICT Global Policy.
  - 2.7 ICT Security Policy.
3. That the Council approve the reviewal of the following policies and procedures:

- 3.1 Back up Policy & Procedure.
- 3.2 Allocation of Movable ICT Devises Policy & Procedure.
- 4. That the Council approves that the reviewed policies replaces any other policy that existed prior the reviewal of the policies.
- 5 That the approved policies and procedures be implemented with effect from the 1<sup>st</sup> April 2015
- 6. That the Council instruct the Municipal Manager to implement the decision accordingly.

**RECOMMEND TO RESOLVE**

- 1. That the Council takes cognizance of the circulated report.
- 2. That the Council approves the following ICT related policies and procedures:
  - 2.1 Account Management Policy.
  - 2.2 Change Management Procedure.
  - 2.3 End User Management Policy.
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  - 2.6 ICT Global Policy.
  - 2.7 ICT Security Policy.
- 3. That the Council approve the reviewal of the following policies and procedures:
  - 3.1 Back up Policy & Procedure.
  - 3.2 Allocation of Movable ICT Devises Policy & Procedure.
- 4. That the Council approves that the reviewed policies replaces any other policy that existed prior the reviewal of the policies.
- 5 That the approved policies and procedures be implemented with effect from the 1<sup>st</sup> April 2015
- 6. That the Council instruct the Municipal Manager to implement the decision accordingly.

EPHRAIM MOGALE LOCAL MUNICIPALITY



USER MANAGEMENT PROCEDURE

**DOCUMENT APPROVAL**

| Responsible Person: | Name          | Signature | Date     |
|---------------------|---------------|-----------|----------|
|                     | Makubela M.M. |           | 18/06/15 |

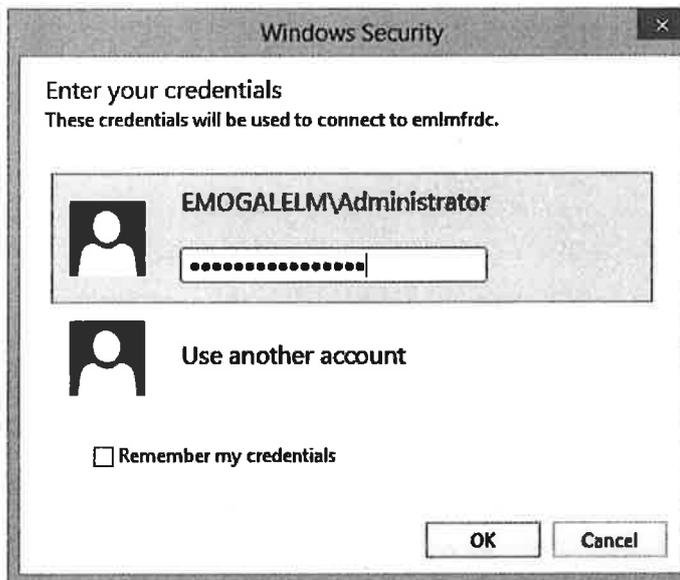
Date of approved: 29 April 2015

### A. CREATING A NEW USER

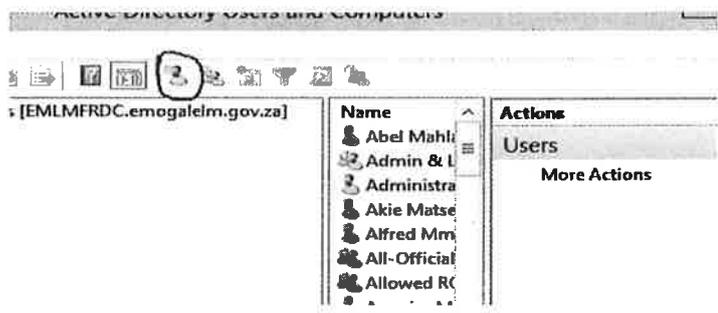
1. The user must submit a signed request of Network Registration form and officials from ICT division will add the user to the domain and create a user name, password and email address.
2. Logon to the server (emlmfrdc) via remote or directly and click Connect.



3. Then enter the Administrator password and click OK



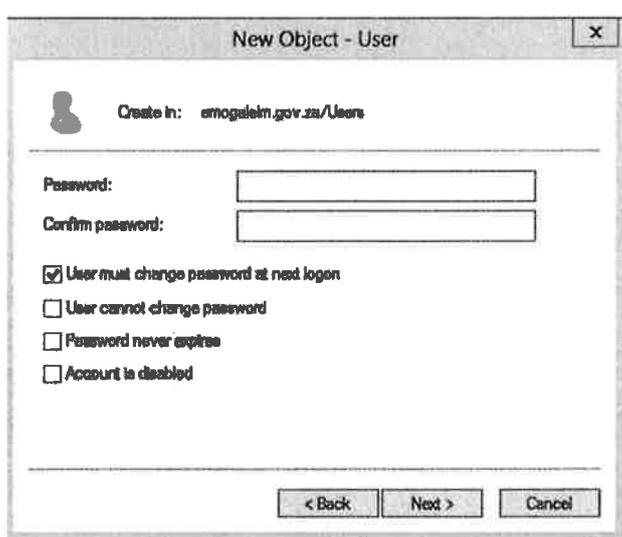
4. The double click the Active Directory icon and click new user icon



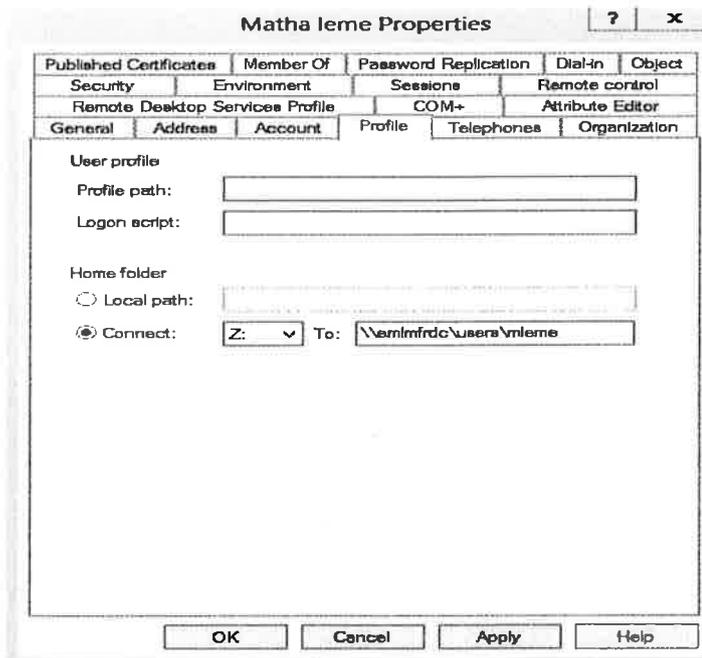
5. Fill in the new user details under "New User Object" and click "Next"



6. Then enter the password of the user created, make sure you select the check box where it says "User must change Password at next logon" and click next and finish.



7. Select the **Profile** tab to create a personal share folder on the server, click **Apply**, then select the **Member of** tab to add to an Organisational Unit, then click **Apply** and **OK**.



8. After the user has been created you disconnect the session.

## B. USER PASSWORD RESET

To change a user password, the user must first fill in the Password Reset Form which is obtainable from the ICT office. And follow the below procedure.

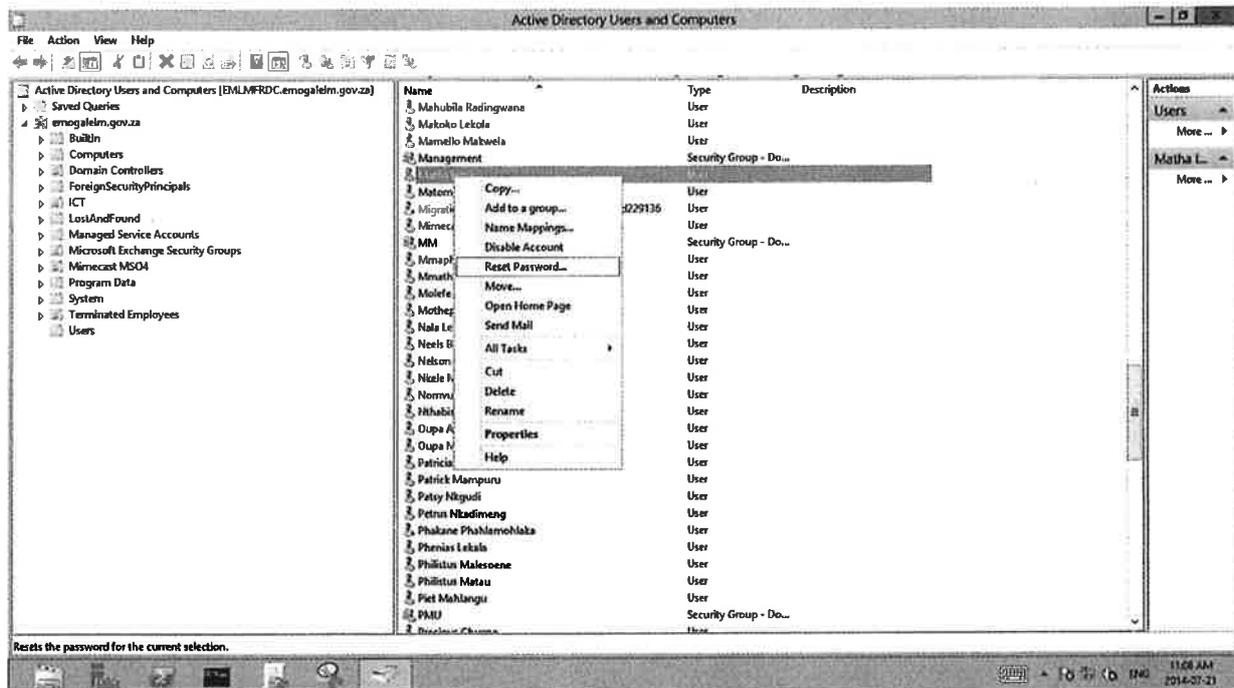
1. Open Remote Desktop Connection, and type the server name (emlmfrdc) or IP Address



2. Click connect, enter the administrative password when prompted.



3. Open Active Directory on the server desktop.
4. Select the user that you want to change the password for. And right click



5. Enter the new password and confirm the new password for the selected user. And
6. Select the check box for "User Must Change password at next logon"

Reset Password

New password:

Confirm password:

User must change password at next logon  
The user must logoff and then logon again for the change to take effect.

Account Lockout Status on this Domain Controller: Unlocked

Unlock the user's account

OK Cancel

7. The click OK to close the dialog box.
8. Then close the Active Directory window and disconnect the remote session.