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|  | THE UNIVERSITY OF BRITISH COLUMBIA (*MONERIS*) |

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| **Requirement 1: Install and maintain a firewall configuration to protect data** | |
| **Question 2.1: *Are vendor-supplied defaults always changed before installing a system on the network? Examples include passwords, simple network management protocol (SNMP) community strings, and elimination of unnecessary accounts.*** | |
| **Date of Issue:**  July 19, 2010 |

**PURPOSE**

To document the procedures to meet PCI compliance requirement 2.1

**POLICY**

These procedures relate to university policy 106 (Access to and Security of Administrative Information), and section 5 (PCI-DSS Requirements) of UBC’s Information Security Manual.

Always change vendor-supplied defaults before installing a system on the network.

Remove all unnecessary accounts before installing a system on the network.

**PERSONNEL INVOLVED**

Director

Financial Manager

Technical Services Manager

IT Group

Parking Equipment Technicians

Parking and Access Control Staff

**CONTACT INFORMATION**

For procedure enquiries, please contact:

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**PROCEDURE**

1. Only employees in the authorized employees list may access, add or modify any component of the Credit Card Payment System as directed by a Supervisor.
2. Test the component to be added on a test bench or test environment.
3. Remove all system or application accounts, user IDs, and passwords before deployment
4. Setup only the user accounts and passwords that are absolutely required for proper operations.
5. If needed, use a third party utility to check user profile configuration settings to ensure no vendor supplied profiles have default password, are set to status of disabled and system value settings were changed during the installation of a vendor package

**REVISION HISTORY**

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| **Date** | **Details of Change** | **Changed By** | **Approved By** | **Title** |
| (*Insert Date*) | (*Initial Version*) | (*Name*) | (*Name*) | (*Approver’s Job Title*) |