No Wrong Door Virginia
Department for Aging and Rehabilitative Services
5620 Cox Road, Glen Allen, VA 23060

Annual User Management

Annual User Review

- **Requirement:** Annually, Agency Directors and NWD IT Admins must confirm the list of users who have access to PeerPlace at their agency. This process ensures compliance with Virginia Information Technology Agency's (VITA) Security Standard Section 530.
- **What you need to do:** Using the pre-filled review form and instructions provided by the NWD Team, ensure your agency's user list is accurate and up to date. Verify all user roles and permission levels are correct. Estimate the number of user seats needed for the upcoming contract year.
- **Deadline**: A yearly review, usually in January, led by the NWD Team at DARS.

Annual Security Training & Acceptable Use Policy Agreements (AUPA)

- **Requirement:** All users must complete the NWD User Annual Security Training and the included User AUPA to remain active in the system. Admins must complete the separate NWD Admin Annual Security Training that includes both the User AUPA and Admin AUPA. This process ensures compliance with Virginia Information Technology Agency's (VITA) Security Standard Section 530.
- **What you need to do:** Complete the appropriate training, including the AUPA(s) and pass the knowledge check quiz, on the NWD Training Platform. **Deadline:** Training must be completed before the start of each calendar year or before access is requested for a new user or reactivation request.

User Communications

- **Network Partner Alerts:** All end users are automatically subscribed to this email list to ensure prompt delivery of updates on system changes, outages, and important notices from the NWD Team and the NWD Helpdesk.
- **Monthly Newsletter (Optional):** Users can subscribe for additional updates, training opportunities, and best practices. Sign-up using this link.