Annual User Management

Annual User Review

- **Requirement:** Annually confirm which users currently have access to PeerPlace. Verify user roles and permission levels are correct. Estimate the number of user seats needed for the upcoming contract year. 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, noting any changes.
- **Deadline**: A yearly review, usually in January, led by the NWD Team at DARS.

Annual Security Training & Acceptable Use Policy Agreement (AUPA)

- **Requirement:** All users must complete the NWD Annual Security Training and the included User AUPA to remain active in the system. Admin level users must also complete the Admin AUPA, provided separately. This process ensures compliance with Virginia Information Technology Agency's (VITA) Security Standard Section 530.
- **What you need to do:** Complete the training on the NWD Training Platform. **Deadline:** Training must be completed before the start of the new year or before a new user account is activated. DARS will

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 Help Desk.
- **Monthly Newsletter (Optional):** Users can subscribe for additional updates, training opportunities, and best practices. Sign-up using this link.

Questions? Reach out to our team at nowrongdoor@dars.virginia.gov

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