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**EMPLOYMENT AND TRAINING STATE INSTRUCTION NUMBER: 11-10**

**TO:** SC Works Online Services Staff System Users  
**SUBJECT:** SC Works Online Services Staff Credentials and System Integrity  
**ISSUANCE DATE:** March 6, 2012  
**EFFECTIVE DATE:** Immediately

**PURPOSE:** To issue State policy concerning the protection of SC Works Online Services (SCWOS) Staff Credentials, as it relates to system security and data integrity.

**DEFINITIONS:** "Staff users" means individuals who have been granted a staff account in SCWOS.

**BACKGROUND:** SCWOS is a service delivery, case management, labor exchange, and reporting system, and contains sensitive data about the individuals who participate in the SC Works system of programs and services.

Staff users of SCWOS have access to sensitive information about individuals. It is incumbent upon each staff user to protect the security of his or her unique SCWOS username, and the corresponding password. This not only protects the security of data about the individuals we serve, but also maximizes data integrity, allowing data to be traced to a particular staff user.

**POLICY:** Staff users are to protect the security and integrity of their SCWOS credentials. In particular, staff users should follow these guidelines:

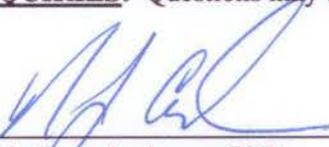
- Do not give your username and password to other staff or individuals.
- Do not use another staff user's credentials to log in to SCWOS.
- Do not record data using your credentials, on behalf of another staff.
- Do not allow your internet browser to store your username and password in the SCWOS home page.
- Do not write down your username and password and leave them exposed or store them in an unsecured location.
- When stepping away from your computer, log out of SCWOS and lock your computer.

Since compromise of a staff user's credentials is of great danger to SCWOS security, it is the staff user's responsibility to immediately report any suspicious activity involving his or her credentials to the Performance & Reporting Unit at [voadmin@dew.sc.gov](mailto:voadmin@dew.sc.gov). When a staff user's credentials are suspected to have been compromised, the staff user should change his or her password and immediately notify the Performance & Reporting Unit.

Failure to adhere to this policy may result in inactivation of a staff user's SCWOS account.

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**INQUIRIES:** Questions may be directed to Courtney Nowak at 803.737.2670 or [cnowak@dew.sc.gov](mailto:cnowak@dew.sc.gov).



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