

Administrator Access Policy for SHAW Platform

Administrator Seats and Account Requirements

- The SHAW platform allows a maximum of **two administrator seats per site**.
- For **security, accountability, and support purposes**, each administrator must have their own **individual user account tied to a unique, personal email address**.
- **Generic, shared, or role-based email accounts cannot be used** for administrator access.

Why Individual Accounts Are Required

- **Security:** Individual accounts help protect against unauthorized access and reduce the risk of compromise.
- **Accountability:** Actions performed on the website are tracked to specific users, maintaining a clear audit trail.
- **Support:** Technical support is more effective when linked to individual users.

Risks of Shared or Generic Accounts

- Using shared or generic accounts increases the risk that, if credentials are compromised (through phishing, malware, or personnel changes), the entire account could be affected, making it harder to contain and resolve security incidents.

Login Sharing Policy

- **Login credentials must not be shared** under any circumstances. This is a strict security requirement and is considered best practice for website administration.