



Online Review and Comment Application (ORCA) Access Policy & Procedure

EFFECTIVE DATE: 1 Sep 2005 v1

PURPOSE: To establish a consistent policy and procedure at the Virginia Information Technologies Agency (VITA) to control access to the Online Review and Comment Application (ORCA).

SCOPE: All individuals requesting access to ORCA.

STATEMENT OF POLICY: Public access to ORCA is managed by the Project Management Division (PMD).

STATEMENT OF PROCEDURE: **To Request Access to ORCA:**

ORCA may be accessed through the Commonwealth Project Management Web page or at <http://apps.vita.virginia.gov/publicORCA>. The ORCA account provides public users with access to Commonwealth documents for review and comment. This is a public access site; the sole purpose of user name and password is to allow sorting of comments. Once the login page application form is filled out, access is granted.

Changes to existing User Accounts:

The Manage Personal Information page enables individuals to edit their personal information (name, phone number, and email address) and to change their password.

Deactivating User Accounts:

The PMD ORCA administrator can disable ORCA user account access. To request disabling of an account, send an email with name, agency (if applicable), user identification, phone number and reason for request to pmd@vita.virginia.gov.

ASSOCIATED POLICY/ PROCEDURE: None

AUTHORITY REFERENCE: *Code of Virginia, §§ 2.2-2005 – 2.2-2032*
(Creation of the Virginia Information Technologies Agency; "VITA"; Appointment of Chief Information Officer (CIO))

OTHER REFERENCE: None