Access Provisioning Liaison Newsletter

APL Kick-Off and 1st Assignment Feedback

The Access Provisioning Liaison (APL) Kick-Off Orientation sessions were well-attended. 87% of colleges had at least one Liaison attend. Many of the sessions brought about thoughtful discussions about the access request and review processes in your areas, and the role of the APL within these processes. The following are key points from the Kick-off presentation on the Role of the Access Provisioning Liaison:

- Act as the primary contact for your college/department for enterprise system access requests, tasks, and responsibilities
- Become the Subject Matter Expert in your college/department for access provisioning
- Understand, communicate, and champion access security concerns, processes and procedures

1st Assignment: Thank you to the many of you who provided feedback. The Enterprise Applications Security Team (EAST) is happy to share the following lessons learned:
- EAST will always include Users’ Roles on future assignment spreadsheets. This will ensure that both you and we understand precisely what is being reviewed. However, EAST will exclude Self-Service and other standard roles given to all Users in either UAccess Employee or UAccess Student from future access reviews.
- EAST will ensure that APLs are not asked to review access for the same employee across multiple assignments (exception: see 2nd Assignment)
- EAST will look into the log-in difficulties many of you had in accessing SharePoint and provide clarified instructions for the next assignment.

See page 4 for additional 1st assignment details...
2nd Assignment: UAccess Student Review

Analysis and planning for the 2nd Assignment is underway. Because much of the provisioning for the UAccess Student system was based largely on “grandfathered” users from SIS and Matrix, and to prepare for an upcoming financial audit (to include student financials), an access review for all UAccess Student Users is needed.

To gather this data for your review, EAST will take the following steps:

1. Pull a list of all Users with Roles from the UAccess Student system
2. Match Users to Departments using employee data in UAccess Analytics
3. Match Users by Department to APLs using an in-house database
4. Notate any Users reviewed by you on the 1st Assignment so they can be easily briefed over

Did you know? With your sponsor’s approval, you can delegate your authority as an APL to others in your area using the Access Provisioning Tool at https://request.uaccess.arizona.edu

Important Dates

- **April 11, 2011**: New MSS roles for Recruitment Proposal available in APT
- **Late April – early May 2011**: 
  - UAccess Student roles available in APT
  - APL Training and Job Aids
  - 2nd Assignment due
- **July 2011**: PeopleTools Upgrade
  - See [http://mosaic.arizona.edu/upgrades/overview](http://mosaic.arizona.edu/upgrades/overview) for additional information and demonstration videos.
- **October 2011**: UAccess Financials Go-Live

APL Tools and Tips

**UAccess Application Access Provisioning Tool** – Need to request access for an employee? Visit [https://request.uaccess.arizona.edu/](https://request.uaccess.arizona.edu/). The tools available from this site allow you to request system access for an employee, request removal of access, and approve and monitor the status of your requests.

**Primary/Secondary APLs** – Do you have a co-APL? Several colleges/departments have two or more APLs authorized for the same department numbers. Understand that while we only expect one APL per area to return the assignment, we will continue to distribute the assignments to all authorized APLs. It is our expectation that you manage the assignments and communications within your respective groups.

**Adding or Removing an APL** – Many of you have notified us of changes to the authorized APLs in your area. At this time and forward, changes or additions must be requested and submitted via our UAccess Application Access Provisioning Tool at [https://request.uaccess.arizona.edu/](https://request.uaccess.arizona.edu/). Instructions are available under Quick Reference Guides – Understanding Who is Authorized to Approve Requests and Delegation Steps.

**Note** that as an APL, you may requests further delegation of your APL authority. However, you should submit the request for proper approval within your department, following your department’s specific guidelines. And, in the case where an APL has left (the position and/or the University) without delegation to a new APL, we expect a request for a new APL delegation to be routed to the Dean, Director, or Department Head for approval.

The current Approval Authority (authorized APLs) list is available in UAccess Analytics. It’s important to note that when reviewing requests for access, Authorizing Agents (Data Stewards) use this list to verify the Department Approval was made by an authorized APL. If the person who made the Department Approval is not found on the list, the Authorizing Agent may re-route the request to a Dean, Director, or Department Head, or may simply deny the request.
What We’re Working On

EAST continues to be very busy throughout the Spring! These are some of the other projects we’re working on:

- **New Manager Self Service (MSS) functionality** – Several new roles specific to the MSS Recruitment Proposal process were created, provisioned, and added this month to the Access Provisioning Tool for request.

- **Financial Audit preparations** – A Spring financial audit of UAccess Systems is scheduled and expected to focus on human resources and student financials. Because an audit often includes a very detailed review of system security, EAST has undertaken a number of preparatory tasks that include documentation gathering and access reviews.

- **Access Provisioning Tool (APT) Enhancements** – UAccess Student Roles will be available for request via the APT in May 2011. Requests for access to UAccess Student are currently handled by email; the addition of UAccess Student Roles to the APT will remove manual processes and improve the accuracy and timeliness of UAccess Student provisioning.

- **PeopleTools Upgrade** – The PeopleSoft Toolset is scheduled for upgrade in Summer 2011. In addition to changes to the user interface, the Upgrade will also impact the software tools EAST uses in our daily operations. As such, we will be involved in analysis and testing over the next several months.

Q and A with EAST

EAST has received many excellent questions from APLs since March. We’ll use this section to highlight these questions and their answers on a continuing basis.

**APL Question:** “The first assignment really opened my eyes to levels of system access held by employees in my department. I feel I need to review access for all employees in my department. Should I go ahead and start this type of exercise?”

**EAST Answer:** Not yet. Because we are planning a UAccess Student systems access review as the next assignment, as well as training and documentation that would assist you in these tasks, it would be best to wait one to two months before starting a comprehensive access review for employees in your department.

**APL Question:** “How do I remove access for an employee who has terminated or transferred out of my college/department?”

**EAST Answer:** Requests to remove access can be made via the UAccess Application Access Provisioning Tool, or [https://request.uaccess.arizona.edu](https://request.uaccess.arizona.edu).

See the **Quick Reference Guide – Understanding Deprovisioning**. Future enhancements to the APT will include a separate deprovisioning request option.
1st Assignment

The changes submitted by APLs on the first assignment have been processed. 277 roles have been removed from users of UAccess Employee and UAccess Student. Thank you for your effort and participation!

The following types of changes were not processed:

- **Changes to an employee’s job record** (i.e. correction to supervisor, title, status). Please follow your normal HR practices to get these items updated in the system. EAST is not authorized to enter this data in UAccess Employee nor direct Systems Control to make changes on your behalf.

- **Future employee/POI/DSV terminations** (beyond April 2011) have not been processed and will not be tracked. Please use the APT (https://request.uaccess.arizona.edu) to request access removal within 1-2 days of the termination date.

- **Requests for role adds** or for additional access. Please use the APT (https://request.uaccess.arizona.edu) to request additional access for users in your area.

Miss an Orientation or Assignment?

A number of APLs missed an orientation session, or have not yet turned in the 1st assignment. We will be following up with you over the next several weeks. To help facilitate that process, please feel free to call or email with your availability for a personal orientation meeting, or to request help with the 1st assignment. See our contact information to the left.

In the next issue...

- APL Training Schedule
- UAccess Financials – system and security overview
- How Access is Provisioned
- Upcoming Access Reviews
- Other topics? Please let us know at ea_security_team@listserv.arizona.edu