New Access Provisioning Tool (APT)

The new APT will be available to campus **August 10th**! UA employees can utilize these new features when requesting access:

- Ability to create a single request per user, addressing multiple systems and subject areas
- Ability to start a request and finish later
- Ability to select the APL from a drop down list
- Comprehensive display of live prerequisite training information (e.g. FERPA, UAccess User Agreement, Elevated Privileges)
- Ability to view Role Descriptions for all systems directly in the APT Request User Interface, while keeping the request open

Upon rollout to campus, the existing APT link on the UAccess Homepage will take you directly to the new tool. We will keep a link to the old APT on the EAST documentation website for 60 days to help users transition from the old to the new tool.

These resources are available to help guide you in your access requesting adventure:

- **APT Quick Reference** with general steps and screenshots
- **APT Training Video** demonstrating a request
- Both the above resources and more useful information can be found on our EAST Documentation website: [http://uits.arizona.edu/Access-Provisioning-Documentation](http://uits.arizona.edu/Access-Provisioning-Documentation)
- **A live security analyst** can help you with the provisioning process. Contact us at UITS-EASecurityTeam@email.arizona.edu or 621-4214
Comprehensive Review Tool Coming

In preparation for the Student System review, we are developing a tool to **simplify** the user access review.

This comprehensive review tool will enable the Data Stewards and APLs to:
- View and review user access within their subject area and/or user access that has been delegated to them
- Indicate user access to keep and remove
- Delegate user access to someone else for review
- Save the review to submit at a later time

The tool is being tested and will be ready in a few weeks for one of our Data Stewards to beta test. When the tool meets expectations, EAST will meet with CABO to share our plans and discuss the timeline for roll out to campus.

2014 UAccess Employee Review

During the 2014 Employee System review, the HR Data Stewards identified 36 roles that needed to be changed or retired from the system. Almost half have been completed and the rest are being worked now and will be completed prior to the HCM 9.2 upgrade that’s currently underway. If you notice unexpected security changes, please contact us.

Inactive User Review

The review of users who have had no activity in the UAccess Employee System for 180 days will begin soon. This process is in accordance with ISO-P702M.

Initially, EAST will provide a report of inactive users to the Data Steward of the UAccess Employee System. The Data Steward may choose to review the report or delegate portions of it to an Access Provisioning Liaison. The reviewer will determine if the inactive user should retain access. Unnecessary access will be removed and documented, upon completion of this review.

In the future, we will be using the new Comprehensive Review tool for this process. More to come on this as the tool moves to production within the next month or so.

UAccess Provisioning Office Hours

Do you have questions on how to request UAccess systems security using the Access Provisioning Tool? Would you like to hear about best practices on how to handle security for employees who have terminated or transferred departments? How about learning some access tips and tricks from the Security dashboard in UAccess Analytics?

Feel free to call, drop in, or email. We also have office hours at the UITS building (room 337), where you can schedule one-on-one time with a security analyst to get your questions answered. Slots are alternating Tuesdays (9-11am) and Thursdays (1-3pm). Go to UAccess Learning and search for: “Access Provisioning: UAccess Provisioning Office Hours” or "UA-1266"
Message from Human Resources
FLSA Training Now Available in UAccess Learning

Each member of the University community plays a key role in caring about accurate timekeeping. To this end, time approvers, time coordinators and supervisors must complete training consistent with the Fair Labor Standards Act (FLSA).

This training is now available in UAccess Learning and ensures that each employee is paid the right amount at the right time for work performed. Features within UAccess Learning allow supervisors or business managers to add the training to the learning plan of an employee. This change also allows business managers and supervisors to verify that their employees have completed the training.

The online modules are self-paced and available to any employee. They can be accessed in UAccess Learning via ‘Find Learning’ then search: “Time and Labor: Timekeeping and the FLSA: Your Responsibilities (UA-1222)”

Work is underway to record completion status in UAccess Learning for all active employees who have already taken the training and to add this information in Analytics for tracking purposes.

Please direct questions to
• Division of Human Resources - Consulting & Talent Management – (520) 621-8298 (for questions about UAccess Learning FLSA training and applying University employment and FLSA policies and procedures)

• Financial Services Office – Payroll - (http://www.fso.arizona.edu/payroll/) or (520) 621-9097 (for questions about how to use UAccess Time & Labor and timekeeping procedures)

UAccess Learning Dashboards in Analytics

UAccess Learning Dashboards are now available for campus to request in the Access Provisioning Tool! These dashboards will allow users to view UAccess Learning data including Courses, Classes and Transcripts. Medium access dashboards are available for Employees/Learners, Department Administrators, Department Managers/Supervisors, and Business Managers. High access dashboards include sensitive data and are intended for use by Central Administrators and Department Administrators.

Navigation: UAccess Analytics > Learning> ELM-Medium, ELM-High
Going On Vacation?
How to Delegate Your Approval Tasks

Please take a moment to consider if you will need to delegate your access request/approval tasks to another APL, Dean, or Department Head. A “vacation rule” can be created in the UAccess Access Provisioning Tool by following these steps:

1. Go to the UAccess Access Provisioning Tool at https://request.uaccess.arizona.edu/uaccess_appreq/ and click Approve and Monitor Requests.
2. From the Approval dashboards, on the far upper right, click the link for Preferences.
3. On the Vacation page, set the dates of your vacation and Save.
4. Click Create to begin creating your vacation rule.
5. Give the rule a name; this can be whatever is meaningful for you.
6. Leave the default checkbox ‘Rule should only apply from [your vacation] dates’ checked, and click Create.
7. Do not add a Condition. Instead, skip down to ‘Task the following action:’ and select the Delegate To option.
8. Specify your Delegate by NetID. If you do not know your delegate’s NetID, use the flashlight icon to look it up.
9. Save your updates.

We recommend setting up your vacation rule a day or two prior to leaving the office, so you can verify with your delegate that it is working appropriately. Even if you set up a delegate, you’ll still receive notifications and have the ability to approve requests during the dates set in your vacation rule.

APL Roles and Responsibilities

Since new APLs are designated on a regular basis, we’ve reserved this space to explain basic Liaison roles and responsibilities. Welcome all new APLs!

Liaison Roles

• Act as a primary contact for the college/business unit for access related work and issues with regard to access provisioning/access reviews/changes/removals
• Become the college/business local subject matter expert in the area of access provisioning
• Understand, communicate and drive security concerns as they relate to the end user and the access they have

Liaison Responsibilities

• Act as the primary contact for receiving, reviewing, distributing and collecting necessary information relating to access
• Participate in the work flow overseeing/approving/requesting access or access removals
• Monitor department user training needs as they relate to access provisioning
• Monitor and insure that department users who have elevated privileges complete required annual training
• Review and distribute access provisioning communications to appropriate personnel