Access Provisioning Liaison Newsletter
Spring 2020

ISO 702M Revision
The ISO-P702M is a University procedure for Enterprise Applications Account Access, which defines the steps to authorize, monitor, and control access to UAccess systems. It states all UAccess roles and users are required to be reviewed once every 3 years for each system.

This procedure has not been updated in some time and EAST is reassessing this process to make it more streamlined and relevant in today's environment. We have engaged in conversations with the ISO office, selected Data Stewards, and a handful of functional offices in order to allow for more frequent reviews based on higher security risks.

We'll be meeting with more APLs and Data Stewards to get additional feedback over the next couple of weeks before finalizing these procedures. If you are interested in participating in these discussions, please let us know. We value your input!

Once the new procedures are finalized, EAST will conduct a user and role access review later this year. More details to follow!

**AAW and BPEL Updates**

The new Access Approval Workflow (AAW) went live October of last year. Since then EAST and the Tools team have been fixing and enhancing the tool. We received some great feedback about this new application, and appreciate your input! Feel free to let us know your thoughts as we continue to improve AAW.

The old Approval and Monitoring Tool built in BPEL Oracle system which stores all security access requests prior to October 2019 will retire this Summer. After this tool has been retired, you can contact us when you need to locate old APT requests.

**Talent Applicant Tracking System**
Last November, access to the Talent applicant tracking system was added to the Access Provisioning Tool. All active users automatically get access to Talent and most users DO NOT need to request additional access.

If you need to create postings in Talent, you will need to request access in the APT, under the system UAccess Employee - Campus Users and the subject area Talent.

Please note upon receipt of final approval email it will take 3-5 business days for you to have access in Talent. Provisioning access to the Talent system is not instant and requires the data to load in via a data feed. Please be aware during this wait time you will still have access to approve, and review postings in which you are assigned to. For any questions related to your provisioning request please contact Sam Toiber (520) 626-2993.

**Going on Vacation?**

A Vacation Delegation can be created in the Access Approval Workflow:

- Go to AAW -> uaservice.arizona.edu/CherwellPortal/AAWService
- Click on Vacation Alert
- Enter your vacation start/end dates and the NetID of the individual substituting for your approval authority.

**Did You Know?**

**UAccess Analytics Security Dashboards:**
All users can confirm what level(s) of Analytics access they have on the main Analytics page, in the grid labeled “My Roles.”

Available to users who have HR-Medium access. The Security dashboards are located under Security > Security, and include the following:
• All Roles or Person Roles - look up UAccess user roles by NetID, Home Department, DeptID, or Last Name.
• Access Provisioning Liaisons - look up APL delegations by NetID, Home Department, or Authorized Departments.
• Prereqs - look up users' training required for admin access, such as User Access Agreement, Security Awareness, and FERPA.
• Manager Self Service - look up manager self service security (department or college) by NetID, Department, etc.

**Access to approve Pay Requests requires access in two systems:**

• UAccess Employee > Pay Request Creator/Approver
• UAccess Financials > Business and Administrative User Access (Role 54) and serve as Fiscal Officer or Account Delegate.

## Role and Responsibilities of the APL

### Liaison Role

• 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/Related Activity
• Become the college/department local subject matter expert in the area of Access Provisioning
• Understand, communicate and champion security concerns as they relate to the end user and the access they have been privileged to receive

### Liaison Responsibilities

• Act as the Primary Contact for receiving, reviewing, distributing and collecting necessary information relating to access
• Participate in the workflow for overseeing/approving/requesting access or access removals
• Participate in access reviews and user access changes
• Monitor user training requirements as they relate to Access Provisioning
• Monitor and ensure department users who have administrative access complete necessary annual security training, acknowledgements, and/or agreements
• Review and disseminate Access Provisioning Communications to appropriate college/department personnel and users

Are you a new APL? Not sure what you’re supposed to be “doing”? Please contact us! We’re happy to discuss your questions or concerns.