Comprehensive Review of Access

Last year’s UAccess Employee comprehensive review required considerable efforts from APLs and Data Stewards. UAccess Financials and Research reviews are complete, which brings the UAccess Student review to center stage. It is scheduled for completion by **December 10, 2015**.

The Access Review Tool (ART) is here!

In preparation for the UAccess Student System review, a new tool has been developed that greatly simplifies the user access review. This tool will be used by Data Stewards and delegated APLs.

The features of the Access Review Tool (ART) are as follows:

- View and review user access by security role (Note: You will only see what is in your queue for review)
- Pulls live data; is always current
- Indicate user access to keep and remove
- Delegate user access to someone else for review
- Save the review to submit at a later time
- Export results to Excel, CSV, PDF or print
- APT requests are automatically generated when users are selected to have roles removed from their profile

On Thursday, October 22, 2015, EAST sent an email notifying Data Stewards and APLs that the user access review is in Production and ready for their action. The email included a user’s guide and additional training information.
Inquiries About the Student Review

We’ve receive some comments and inquiries about ART:

1) The review is scheduled to be completed by **December 10, 2015**.

2) If you are a Data Steward and see that a role is assigned to you but should be reviewed by someone else, **please let us know ASAP** so that we can correct the workflow!

3) EAST will send weekly reminder updates to APLs who have users assigned to them for review. Remember to log in to ART periodically to check for pending reviews!

4) APLs who do not have users in their queue for review will see the following message when they attempt to log in to ART: “You have not been delegated a review, therefore cannot access this application. If you feel this is in error, please contact EAST at UITS-EASecurityTeam@email.arizona.edu or 621-4214.”

HCM 9.2 Upgrade Complete

The upgrade of the UAccess Employee System from PeopleSoft 9.0 to PeopleSoft 9.2 was successfully completed with our new system going live on Monday, October 19th.

There are a couple of note-worthy changes with the upgrade:

1) Some Time Approvers have reported that they are unable to approve time. The time approval process has changed slightly with the upgrade; the approval functionality is no longer available on the Timesheet Summary page. The Time Approver will need to click on the employee’s name to open the timesheet to review the hours submitted and approve the time. If they still have issues they should contact Payroll at payroll@fso.arizona.edu.

2) There is a new navigation to view an employee’s vacation and sick time balances. When the Time Approver has the employee’s timesheet open, click the Leave/Compensatory Time tab. There you will see the employee’s current balances.

Find us on the Web:
https://request.uaccess.arizona.edu
UAccess Analytics FLSA News

We have had numerous inquiries about adding the FLSA training to the Security Prereqs dashboard, and we are happy to announce that this data is now available to view in Analytics both in the Security dashboard as well as the Learning dashboard!

The data is pulled from UAccess Learning and refreshed overnight. At this time only FLSA training completed in UAccess Learning appears on this dashboard. The historical data has not yet been loaded, so you will only see dates beginning Summer 2015. Technical staff are working on this. Stay tuned for information regarding this legacy data.

Going On Vacation?
How to Delegate Your Approval Tasks

1. Select Approve and Monitor Requests in the APT
   https://request.uaccess.arizona.edu/uaccess_appreq/
2. 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.
6. Leave the default checkbox ‘Rule should only apply from [your vacation] dates’ checked, and click Create.
7. Skip to ‘Task the following action:’ and select the Delegate To.
   Specify your Delegate by NetID. If you do not know your delegate’s NetID, use the flashlight icon to look it up then SAVE.

Are You Unsure About UAccess Provisioning?

If you are uncomfortable with using the Access Provisioning Tool or have questions regarding access, EAST is here to help you.

EAST is available to take your questions over the phone, to assist via one-on-one training sessions or providing formal classes to a group.

Please call us, email us or sign up for one-on-one training in UAccess Learning.

Elevated Privilege Cycle

The next Elevated Privilege compliance cycle starts on Tuesday, December 1, 2015.

Elevated Privilege training is to be renewed annually for everyone who has Elevated Privilege roles.

EAST will be sending out notifications to all users who need to renew their training. APLs will be sent a list of users who are out of compliance.

Users who have not renewed their training will have their Elevated Privilege roles removed on Thursday, February 4, 2016.
Security Awareness No Longer in Analytics

Have you noticed that the Security Awareness information is no longer being updated in Analytics? That training is now being done via System and Network Security (SANS) as an interim step prior to migrating to UAccess Learning next year.

If you need to know the status of someone’s Security Awareness training, please contact the folks at InfoSec:
- **Phone** - 520-621-8476
- **Email** - infosec@email.arizona.edu
- **Web** - [http://security.arizona.edu](http://security.arizona.edu)

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/department 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

**QAs**

**How can I find out the departments I am an APL for?**

If you have BI_HR_MED, you have access to the Security dashboard in UAccess Analytics.
- Go to UAccess Analytics, under the Security dashboard, Access Provisioning Liaisons tab.
- Enter your APL NetID and click Apply.

If you do not have BI_HR_MED:
- Contact EAST for the list of your authorized departments.

**What if I need to change the departments I am an APL for?**

Go to the UAccess Approval Authority Delegation page: [https://request.uaccess.arizona.edu/dept_approver_request/](https://request.uaccess.arizona.edu/dept_approver_request/)
- Enter your NetID
- Select the ‘Remove/Discontinue Approval Authority’ check box if applicable.
- Enter the departments you want to add/remove from your authority.
- Input the reason/justification for the request and include any special instructions and click Next.
- On the next page, input the NetID of a current APL for that department for approval and click Submit.