Welcome Fall! It's been some time since we said hello and wanted to send you our best regards. Also welcome new Access Provisioning Liaisons (APLs), we're please you can join us in managing access. It has been a crazy year, and we hope you are all safe and happy.

This year, EAST modified procedures on how administrative access is reviewed...
in the UAccess systems. You can find the procedures on our website at [EA Access Procedures](#).

The User and Role reviews will be smaller and more frequent. We will only focus on higher security risk cases; when a user changes departments/position or when a role changes. Also, we will no longer retain access for users who transfer departments without authorization.

Some of these procedure changes are underway, with many being enforced after the first of the year.

## User Review

Going forward, the APL will review users who have transferred departments or changed positions within their department for continued appropriateness of access. This review will be done using a holistic approach, looking at all UAccess administrative roles that the employee has.

The APL will certify completion of the annual review and take appropriate action if needed. A new dashboard in Analytics will help to provide all of the information needed to assess each person. Departments with multiple APLs should decide amongst themselves who will review users in each department.

The review will begin after the first of the year 2021. EAST will be providing ZOOM sessions beginning mid-January to acquaint you with the new dashboard and the requirements going forward.

## Role Review

The Role Review of UAccess Employee is underway!

Data stewards are reviewing roles that have changed since the last review, ensuring that the scope of access is still appropriate. They began their review early September and will be completed by early November.
The Role Review for Research and Student will begin next year. Additional information will be sent when more concrete dates are formed.

We will continue improving the review procedures and are working on more changes to streamline the process.

**Department Transfer**

Starting January 1, 2021:

*Any security that is NOT requested within 5 business days after the transfer start date will be removed.*

When a user leaves a position, their administrative access needs to be reviewed by both the former and new department. The APL of the former department is responsible for requesting access removal, while the APL of the new department is responsible for submitting any access needed for the new position.

If access is needed to be retained, by former or new department, this can be done in the Access Provisioning Tool under:

- System: UAccess – Reserved Functions
- Subject Area: Department Transfer Retention

Include proper justification and only specify the system/roles that need to be retained.

Super access roles specific to departments (such as Student Financials or Payroll) as well as Row Level Security specific to the former department will be removed unless requested or approved by the former department. If new department-specific access is needed, the new department will need to submit a new access request under the appropriate system/subject area of the APT.

Please begin the practices as outlined now, to avoid any disruption in access.
Terminations

The department APL should submit an access removal request through the Access Provisioning Tool as soon as possible and no later than 5 business days after the former employee’s last day. These requests can be future-dated for up to two weeks and EAST will process on the day you indicate.

EAST is Hiring

Are you detailed-oriented and enjoy helping people? Consider joining our small team, where we serve campus in all their access needs. To apply:

- Log into Talent and select "I am a current UArizona employee" on the upper right corner
- Log in with your Netid at the WebAuth page
- Click on Career Center
- Search for req2536 or "Information Security Access II"