OVERVIEW 1

DETAILED PROCESS 3

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REVISION CONTROL

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| **Date** | **By** | **Action** | **Page** |
| 12/17/2012 | C Koors | Added ITS Project Template system/role addition to access granting process before production | 1 |
| 12/17/2012 | C Koors | Changed link to The Access Request Role form, business process guide, and instructions | 3 |
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Review/Approval History

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# OVERVIEW



Users within HSU’s Common Management Systems\* are granted one or more roles. Each role has a set of permissions that allow the user to perform specific activities within the system. The Access Request Role process identifies the steps needed to create, change, or remove a role from the system. Vendor software updates, HSU customizations, or HSU business needsxxx are activities that initiate this process.

Role creation and addition to the access granting process is a step included in the Production section of the ITS Project Template. Once the need for a new or changed Role is identified and documented, the Access Granter reviews the security change before it gets implemented in production database.

\* Common Management Systems (most current list is on the ITS Maintenance Schedule for the most current list <http://www.humboldt.edu/~its/external/maint.html> ):

* PeopleSoft: Human Resources, Campus Solutions, or Finance
* System Interfaced to PeopleSoft: Oracle’s Customer Relationship Management, CollegeNET’s Resource25, and CASHNet’s ePayment, Nolij
* Hyperion (data warehouse) reporting enterprise applications

The Access Request Role form, business process guide, and instructions (with a list of are available on [https://www.humboldt.edu/its/po-accessrequest](https://www.humboldt.edu/its/po-accessrequest%20).

We attempted to make this process compliant with the Oct. 27, 2008 (draft) CSU System-wide Information Security Policy and Standards. Ideally, this process would be incorporated into the Human Resources Hiring, Change, and Separation processes.

DETAILED PROCESS



1. Functional Lead identifies the need for a New Role or change to an Existing Role.
2. Functional Lead confers with the Technical Security Administrator to determine the specifics of what security changes are required.
3. Technical Security Administrator updates the security in a Non-Production database.
4. Functional User verifies that the updated security is correct in the Non-Production database.
5. Functional Lead (with as needed assistance from the Technical Lead) fills out CMS Role Request Form
6. Functional Lead submits the completed CMS Role Request Form to the appropriate Access Granter.
7. Access Granter reviews the CMS Role Request.
   1. Approved – Go to next step.
   2. Declined – Document why and return to the Functional Lead.
8. Technical Security Administrator updates the security in the Production database.
9. Functional User verifies that the updated security is correct in the Production database.
10. Functional Security Administer Updates and Re-Posts the CMS Access Request Form and Instructions