New Roles Available in UAccess Access Provisioning Tool (APT)

Several noteworthy implementations of new UAccess functionality have taken place in recent weeks, with impacts to security.

**UAccess Student**
- **Course and Fee Management** refers to new UAccess Student functionality for requesting and approving course and fee changes. This replaces the legacy FormLink system. Several new UAccess Student roles were identified for department and college users, and are available for request in APT under **UAccess Student – Campus Users > Course and Fee Management**.
  - Training (including an assessment) is required for the Course Initiator and Fee Initiator roles. See the UITS Workshops page.
- **Orientation Reports and Pre-Schedules** is a new role that provides access to college summary reports and student schedules created as part of the orientation pre-scheduling process. This role is commonly used by Advisors, and is available for request in APT under **UAccess Student – Campus Users > Student Records**.

**UAccess Employee**
- **Designated Campus Colleagues (DCC)** is the new term used for POIs and DSVs, and as has been widely announced across campus, a new process for managing these colleagues has been implemented in UAccess Employee – Manager Self-Service. Corresponding security roles have been created and made available for request.
- Additional MSS Approver roles have been added for Job Data Changes and Title Management.
Additional UAccess Systems Access Now Required for Financial Aid External Award Approvers

Beginning with Aid Year 2013 awards, **UAccess Financials** access is now needed for Users who **approve** financial aid awards (i.e. scholarships or stipends). In other words, access to two systems is now needed:

1. **UAccess Student > Financial Aid Dept Award Role**
2. **UAccess Financials > Business and Administrative User Access (Role 54),** and serve as the Fiscal Account Manager, Account Supervisor or delegate (under the KFST or KFS document types) for the account. If Users require approval access to an account and do not meet the previous criteria, request the FAEX document type which allows access as an account delegate for External Award approvals only.

**Important!** The **UAccess Student – Financial Aid Dept Award** role requires completion of an instructor-led training course: “Financial Aid: External Awards for Departments.” See the [UITS Workshops](#) page for a current schedule and to register.

Elevated Privilege Training – How It Impacts You

The Elevated Privilege Training Prerequisite for new access went into effect on August 8, 2012, in the **UAccess Application Access Provisioning Tool**. As a prerequisite, training is required ‘prior to’ the request for access being submitted.

Existing Users, who received Elevated Privilege Roles prior to August 8, 2012, will need to catch-up on this important training. A series of notifications will go out to individual Users beginning September 1, 2012. **Users must complete the training by November 1, 2012.** If training is not completed, and if no communication has been received from Users or their APL, Elevated Privilege roles are subject to removal.

As an **APL**, you will receive notifications which will include PDF lists of Users from your Approval Department(s) who must complete training.

- Three notifications will be sent - each with updated information.
- A Fourth notification will be ‘confirmation of role removal’ for any Users who have not completed training by November 1, 2012, or otherwise been in communication with EAST.

**You may be an Elevated Privilege Role User.** As a system User, some of the roles you have may fall into the Elevated Privilege category. If you receive an individual communication, take notice and take action.

Click [here](#) to find additional information about Elevated Privilege Training.

New Document! Data Steward List

Ever wonder who reviews and approves your requests once submitted? We thought so!

A new Data Steward List has been posted on our documentation site for your reference. It lists all approval routings for every type of request, ordered by System and Subject.

Remember, all UAccess System access requests require **two business approvals**, to include:

1) APL/Department Approver
2) Data Steward/Delegate
Back to School: Requesting Access to UAccess Student

With the start of the Fall Semester, we usually see an increase in requests for access to UAccess Student. Please refer to the table to help you understand the more common types of student business functions, the training requirements, and how to request access to them. Please contact us directly with additional questions at ea_security_team@list.arizona.edu.

<table>
<thead>
<tr>
<th>Role Name</th>
<th>Description</th>
<th>Find It In the Access Provisioning Tool</th>
<th>Training Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advising Exceptions</td>
<td>Grants access for Department/College Advisors to update student exceptions.</td>
<td>UAccess Student – Campus Users &gt; Academic Advising</td>
<td>1) Elevated Privileges</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2) One-on-one with Brad Hensley of UITS.</td>
</tr>
<tr>
<td>College/Dept Class Scheduler</td>
<td>Grants access to schedule new classes, maintain schedule of classes, create and maintain combined sections, update to Instructor/Advisor table, and more.</td>
<td>UAccess Student – Campus Users &gt; Room and Course Scheduling</td>
<td>Managinng the Schedule of Classes (instructor-led by UITS)</td>
</tr>
<tr>
<td>Department User</td>
<td>Grants access to process student enrollments, over-ride enrollment limits, update academic standing, and more. This is the primary role that allows enrollment for College/Department Users.</td>
<td>UAccess Student – Campus Users &gt; Student Records</td>
<td>1) Elevated Privileges</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2) Student Records for Department &amp; College Users (instructor-led by UITS)</td>
</tr>
<tr>
<td>Financial Aid Department Award</td>
<td>Grants access to enter and approve awards in their college or department either by manual entry or file load.</td>
<td>1) UAccess Student – Campus Users &gt; Financial Aid</td>
<td>Financial Aid: External Awards for Departments (instructor-led by UITS)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2) UAccess Financials &gt; Business and Administrative Users (Role 54)</td>
</tr>
<tr>
<td>Composite – Basic View</td>
<td>Grants access to VIEW all areas of student data, including advising, admissions, campus community, financial aid, student financials, student records, and transfer credit.</td>
<td>UAccess Student – Campus Users &gt; Student Records</td>
<td>None</td>
</tr>
</tbody>
</table>
APL Roles and Responsibilities

Because new APLs are delegated on a continuing basis, this space will be reserved for Liaison Roles and Responsibilities.

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/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 work flow for overseeing/approving/requesting access or access removals
- Participate in the work flow for access reviews and user access changes
- Monitor Department User training needs as they relate to Access Provisioning
- Monitor and insure department users who have elevated privileges complete necessary annual security training and 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 over the phone or in person.

Did You Know?

- **Manager Self-Service Security and Permissions may be reviewed** using the following UAccess Analytics dashboard:
  
  Employee > Manager Self-Service > MSS Security

- **Most UAccess Student roles that allow update capability require training** prior to access being granted. Please refer to the Training Catalogs for UAccess Student on our documentation site prior to requesting access.

- **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.

- **Access Removals may be requested by selecting a separate Removal option** from the main system selection screen: UAccess Systems – Access Removal.