Access Provisioning Liaison Newsletter

On the Path of Continual Improvement

New Access Provisioning Request Tool

EAST has been collaborating with APL Advisors with regard to improvements for the Access Provisioning Tool (APT). Having agreed with APL Advisors on a set of requirements for a new APT ‘Request’ User Interface, and a development strategy leveraging PeopleSoft, we are excited to let you know that we are now ‘in development’. Anticipating a general release in late fall, this new APT Request User Interface will include the following key features:

- The ability to create one request which spans across Systems and Subject Areas.
- The ability to save a draft of a request, returning to it at a future time to edit and complete the request.
- The ability to immediately see whether or not Request Subjects (the person requiring access) has completed the User Agreement, FERPA and Elevated Privilege Training.
- Links to allow easier access to UAccess Analytics Security related dashboards.

Additional features are planned, which will be developed and released over time, once these new key features are in production and running smoothly.

Please look for future communications on this topic as we progress through the development of this new tool and related training materials.
Other **APT Improvements – Coming Soon**

- APT Monitoring/Approval Application Change – APLs will be able to search and view ‘ALL’ APT tickets. This ability will allow you to see tickets initiated by others and better monitor the progress of tickets related to persons in your department.

- APT Communications – The Email Notifications sent by the APT have all been reviewed. Several of the notifications have been targeted for improvement, making them easier to understand and more useful.

- APL/Department Delegation Tool Change – The User Interface used to delegate APL has been improved to allow the ‘Removal’ of a Delegation for Terminated/Retired Staff.

**And On the Horizon…**

EAST is reviewing all Analytics Security Dashboards with the intention of improving content, reducing duplication and removing obsolete data. If you have specific suggestions for improvements to these dashboards, let us know by sending an email to UITS-EASecurityTeam@email.arizona.edu.

**Understanding More About Row Level Security – Pop Quiz!**

Q: There is a user in your department who is responsible for MSS – HR Department Approvals for Contracts and Job Changes for 3 departments (dept ids). It has been decided that she will only approve Contracts for 1 of the 3 departments, but will continue to approve Job Changes for all 3. What type of Removal request would you submit?

A. Removal of the Contracts role, and put in comments that it is for the 2 dept ids only.
B. Removal of the 2 dept ids, but no role removal because she is still approving Contracts.
C. It depends what access to Pay Requests she has.
D. None of the above; the access change described is not possible.

Answer: D, none of the above. This is because for MSS Approvals, the department security a User has is *shared* for all Roles for a given Approval level. If EAST removed her access for the 2 dept ids, this user would no longer be able to do *any* HR Department Approvals for those dept ids. The same is true for College-level approvals; if a User has access to 2 college codes and 6 College/Division Approval roles, the User would be able to approve any/all of the 6 transaction types for both college codes.

The same shared Row Level Security concept exists for some roles in UAccess Student, particularly for course and fee management, course scheduling, and now the new grade change roles. Not sure how to request what you need? Contact us!
Enhancements to All Roles Dashboard

Over time, EAST has received many helpful suggestions from all over campus for improvement to UAccess Analytics > Security > Security > All Roles

These suggestions included the addition of the following information to the All Roles, Person Roles, and My UAccess Roles dashboards:

- Functional Role Name (This refers to the ‘English’ Role Name, as seen in the Access Provisioning Tool.)
- Role Description
- Prerequisites and (business) training requirements
- Access Provisioning Tool request path(s)

We are pleased to share these items have been made available, primarily through the creation of a Role Details dashboard which opens upon clicking the Technical Role Name. For additional information on using these dashboards, see the document Quick Reference – Using the All Roles Dashboard on the Access Provisioning Documentation site.

For those who prefer them, the Role Descriptions reports have also been revised to include the same information as the All Roles dashboard, presented in much the same fashion and using terms consistent with the Access Provisioning Tool. Use the reports to find the following types of information:

- Functional Role Name
- Role Description
- Access Provisioning Tool request path(s)
- Prerequisites and (business) training requirements, with scheduling and contact information

There are separate reports for each UAccess system, with titles matching the Systems listed in the APT. The reports are sorted alphabetically by Subject, then Functional Role Name. You can find these under the heading Role Details and Descriptions on the Access Provisioning Documentation site.

Q and A with EAST

APL Question: “What is the difference between Prerequisites and what you are calling ‘business’ training requirements? Aren’t all the training requirements business-related?”

EAST Answer: Business training refers to training related to a specific business process, such as student enrollment, course scheduling, or time approving and provides instruction for the processing of those transactions. The content for business training courses is owned by the administrative office responsible for the business process. Contrast that with the Elevated Privileges training (a ‘Prerequisite’), for example, which does not speak to specific business processes, but rather general concerns and good practices for users with Elevated Privileges.
Updates to **APT**

The following new Subjects and Roles were made available for request in APT recently:

**UAccess Analytics** New roles have been released that provide access to the new Space subject and dashboards. Space data includes building, room, and room occupant information.

**UAccess Analytics > Space**
- **Space – Low**: Includes detailed space information for buildings and rooms.
- **Space – Medium**: Includes detailed space information for buildings, rooms, and occupants. Does not include information for restricted space.
- **Space – High**: Intended for users with an established business need for access to restricted space information, such as central/administrative units or staff residing in restricted space.

**UAccess Student**

**Online Grade Change Approval Workflow** This new functionality replaces the paper grade change form used to submit grade changes after the normal grading period has ended. With the new online form, Instructors will submit grade changes through Instructor Center for online routing to department heads and deans for approval.

**UAccess Student – Campus Users > Student Records – Change of Grade Request**

**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
- 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