Comprehensive Review of UAccess

Streamline and Improvements

The UAccess Employee comprehensive review required considerable efforts from APLs and Data Stewards. With four additional systems still to be reviewed – UAccess Student, Analytics, Financials, and Research – we needed to find a more collaborative and less time-consuming way to review access.

We’re pleased to report the UAccess Research role review is complete! The Office of Research and Discovery is now focused on reviewing user access, and is on target for completion by the end of May.

Additionally, the UAccess Financials review is already underway. The Financial Services Office (FSO) has been diligently reviewing permissions, and group and user relationships in the system. The UAccess Financials review of risky permissions was completed last month.

The UAccess Student System will be a large undertaking. In preparation for this review, we’ve partnered with an awesome Development Architect to create a tool which will simplify the user access review process! Last week our architect and a small group of APLs and Data Stewards gathered to preview and discussed the user interface for the tool. The user access review is scheduled to begin this Summer, with the new Comprehensive Review tool, and the role review is scheduled to begin in the Fall. EAST will send updates to the Data Stewards as we have more information.
No 2014 Financial Findings

Great news from the Financial Services Office – We have no financial statement findings in 2014!

With the 100% UAccess Employee role and user review, we have reached the desired results of passing the financial audit with no findings. Your help and cooperation are what made this a huge success.

Many thanks to you all!

UAccess Community

Do you have a question relating to any of the UAccess systems? The UAccess Community is a great place to find your answer: http://community.uaccess.arizona.edu/

The UAccess Community is a professional network designed for people who use UAccess systems. It’s your place to ask questions, get the latest information on events and training, access business resources, and share your expertise.

How do you join? When you visit the Events or Forums pages, you will be prompted to log in to the UAccess Community. If you were a member of the Mosaic Community, your login information is the same. Otherwise, click on ‘Join the conversation!’ to create an account.

UAccess Symposium

Did you miss the UAccess Symposium on April 28th?

The available videos and links to the twelve posters are up on the UAccess Symposium page: http://community.uaccess.arizona.edu/events/2015-uaccess-symposium

Just navigate to the page and download the posters or watch the videos for any presentations you may have missed last week. Enjoy!

Beta Access Provisioning Tool (APT)

These resources are available to help guide you in your access requesting adventure:

- **APT Link** takes you to the APT Beta
- **APT Quick Reference** with general steps and screenshots
- **APT Training Video** demonstrating a request
- The APT Link, Quick Reference, and Training Video can be found on our [EAST Documentation website](http://uits.arizona.edu/Access-Provisioning-Documentation) where you can find many more useful information at:
- **A live security analyst can help you with the provisioning process.** Contact us at UITS-EASecurityTeam@email.arizona.edu or 621-4214
UAccess Learning System

Have you ever wondered what training your new employee needs to take and how to find it? Ever need to know whether an employee has completed all of their required trainings? Does your department deliver training but still needs an easy way for users to find and register for that training? Then, UAccess Learning is your answer.

Human Resources and University Information Technology Services have partnered to implement UAccess Learning—an enterprise-level PeopleSoft system that will allow the University to administer and track employee (and student) training in a single system.

What does UAccess Learning do?
- Administer instructor-led and online training classes
- Track enrollment in and completion of training modules
- Manage waitlists for training with limited capacity
- Track certifications and notify people when they are due for recertification
- Enable supervisors to view training their employees have completed and assign them additional training

Coming soon:
The Fair Labor Standards Act (FLSA) training, which is required for UAccess Employee roles such as Time Approver and Time Coordinator, is moving to the UAccess Learning.

Stay tuned for more features and classes to be added to the Learning system!
Analytics - Security Dashboard Highlights

As an Access Provisioning Liaison, most of you have HR_Medium access in the UAcess Analytics system. If you do, the Security dashboard is available for you as a valuable resource for access related information.

1. The **All Roles** tab lists all roles to a user or department (plus other criteria to filter on). Notice the technical role is clickable and opens up to **Role Details**.

2. **Role Details** shows the description of the role, any prerequisites required, any training required (online, dept, one-on-one), and the path to find the role in APT.

3. If the role is part of a composite role, clicking on the path link opens up **Composite Detail** which shows all other roles included in the same composite.
Going On Vacation?
How to Delegate Your Approval Tasks

Please take a moment to consider if you will need to delegate your access request/approval tasks to another APL, Dean, or Department Head. A “vacation rule” can be created in the UAccess Access Provisioning Tool by following these steps:

1. Go to the UAccess Access Provisioning Tool at https://request.uaccess.arizona.edu/uaccess_appreq/ and click Approve and Monitor Requests.
2. From the Approval dashboards, on the far upper right, 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; this can be whatever is meaningful for you.
6. Leave the default checkbox ‘Rule should only apply from [your vacation] dates’ checked, and click Create.
7. Do not add a Condition. Instead, skip down to ‘Task the following action:’ and select the Delegate To option.
8. Specify your Delegate by NetID. If you do not know your delegate’s NetID, use the flashlight icon to look it up.
9. Save your updates.

We recommend setting up your vacation rule a day or two prior to leaving the office, so you can verify with your delegate that it is working appropriately. Even if you setup a delegate, you’ll still receive notifications and have the ability to approve requests during the dates set in your vacation rule.

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/business unit 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 ensure that department users who have elevated privileges complete required annual training
- Review and distribute access provisioning communications to appropriate personnel