

# Initiating A Security Access Request



Greetings,

We are pleased to introduce the new electronic **Security Access Request Procedure** which will be replacing the current paper process. Beginning **Wednesday, January 19, 2011**, security access for any system that falls under the Finance and Administrative Services umbrella should be requested via this new process. This includes, but is not limited to, the ABS, APS, BGT, GLS, HRS, and PRO systems.

Our office has spent several months designing this process to satisfy many approval, audit, and other informational requirements, some of which are in response to a recent information technology legislative audit. This application was created with the intent to make the process of requesting security access a simple one, but it will also provide system users, supervisors, and department administrators the ability to submit, track, and maintain system access requests.

Starting **Wednesday, January 19, 2011**, a request can be initiated by selecting the *Security Access Request* link that will be located under the Financial Services section on your PAWS desktop. In order to view any pending security access requests (as a requestor or approver), please visit your LSU BPM portal by clicking the LSU BPM link in the top, left-hand corner of your PAWS account. An overview of this procedure, an introduction to the LSU BPM portal, and several other Security Access Procedure user guides and tutorials can be found by accessing the *User Guides* or *Tutorials* links on the Financial Systems Services home page or by clicking [here](#).

We have also created several tools which will enable supervisors and other department administrators to effectively manage their employees' system security access. We highly recommend supervisors, business managers, and data stewards review and adjust access to properly reflect employee job responsibilities and also ensure that proper segregation of duties exists. We also recommend this review of security access be conducted routinely. In order to utilize these tools, please click the *Reporting Tools* link under the Financial Services section on your PAWS desktop. From the LSU Reporting Tools homepage, select one of the access reports under the *Administrative Reports* section.

Some of the **features** of this process include:

- Employees can request security access on behalf of another employee. This feature will be beneficial for those who wish to request access for new employees, etc.
- Requestor information (Name, Title, Department, IDs, Supervisors, etc.) is pre-populated on every form to ensure an expedited, streamlined process containing accurate information
- Requests can be submitted to either ADD or REMOVE access
- Access will be requested by selecting the System(s) and Function(s) within the system for which the employee will need access (Ex.: **System** – GLS, **Function** – VIEW AND CREATE GLS ENTRIES)



- Approvals for adding access will be required for most requests at three stages: Supervisor, Department Head/Dean (requests could be satisfied by signature authority or business managers at this stage), and Data Steward. If one individual serves as the approval authority for more than one of these stages, then they would only have to approve once. Approval for removing access is only needed by the supervisor
- All approvers will receive an email with a summary of the access requested as well as instructions on what to do next. The requestor/user will also receive an email when the approval process for the request is complete
- Requestors and approvers will have a Notes page available to log notes as needed, a Routing History page to view the progress and audit trail of the request, and a Current Access Review page that shows all access being requested on a particular request as well as a comprehensive list of ALL access the user currently has (this page is to be used to ensure proper segregation of duties)
- For added convenience, approvers can approve/disapprove requests via email from any computer or mobile device – iPhones, iPads, Blackberries, etc. (Please note: this feature can be used if ALL items requested are Approved or all items are Disapproved; approvers who wish to approve some items and disapprove others on the same request must do so by utilizing the online application through PAWS)

Please submit any system security access questions to [fssec@lsu.edu](mailto:fssec@lsu.edu).