

Process Flow

OnBase Computerized Information Access (CIA) Requests

OnBase digitally manages how Computerized Information Access (CIA) Requests are created, tracked, and processed by efficiently moving CIA Requests through the process.

CIA Request Created

All CIA Requests start out as a single request automatically routed to the MPP listed on the CIA Request.

MPP Approval

MPPs review, add/remove, then approves/denies each area of the CIA Request. Each approved access request separates from the CIA Request to move autonomously through the process as an Implementation Request.

Access Authorized

Area Security Administrators are automatically alerted of pending CIA Requests. They ensure the Requestor's responsibilities match the access requested before authorizing a request.

Training Validated

The Training Administrator verifies training requirements have been fulfilled and notify Requestors of missing training.

Access Implemented

Finally, the Implementation Request goes to the Security Administrator to grant the authorized access.

Requestor Notified

Requestors are notified when access to each area is granted.