

OnBase Unity Client Workflow Guide

Processing CIA Requests

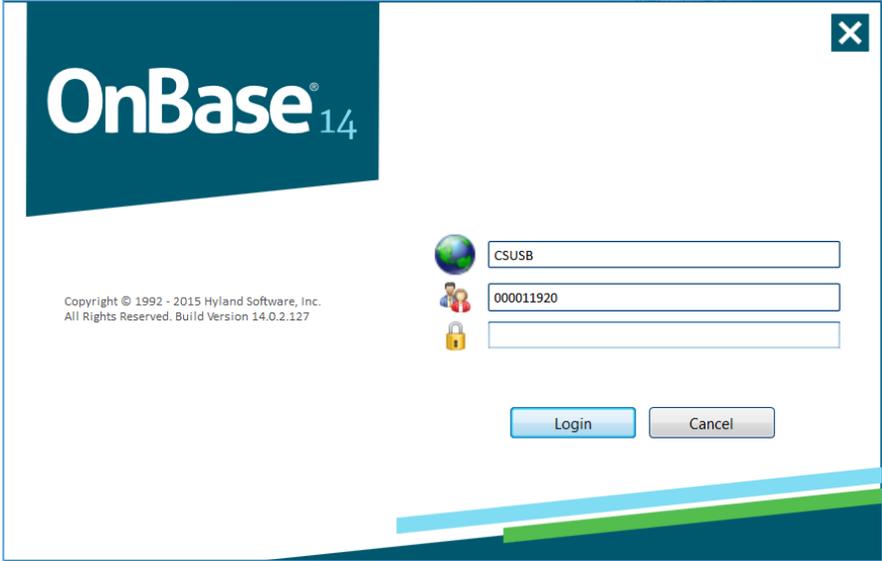
Security Admin Approval

Navigating

Contact TSC at extension 77677 to have the Unity Client loaded onto your machine.

Launch Unity Client

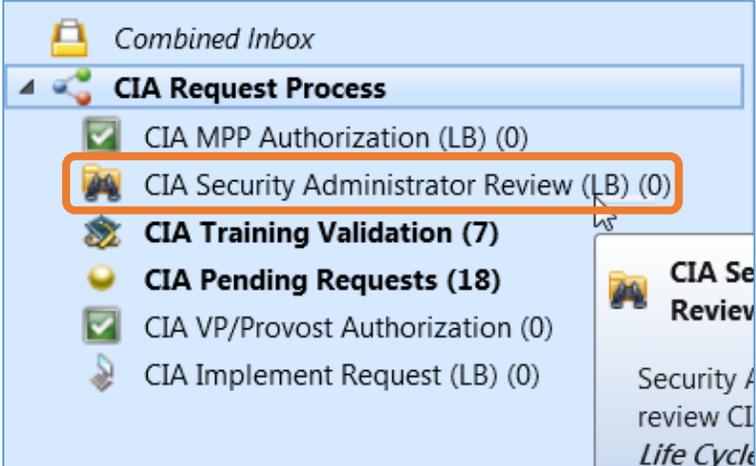
Use CoyoteID and password to login



You are now in OnBase’s Workflow area.

Click the “>” sign next to CIA Request Process to open CIA Request Process and reveal the CIA Security Admin Authorization

Double clicking on CIA Security Administrator Review recalls all CIA Requests assigned to you.



Review CIA Request

Click on a CIA Request to populate the bottom pane containing employee information and details about the request.

Inbox - All

Icon	EMPLID	Last Name	First Name	Phone	Department Name	CIA Employee Authorization Date	Assigned To
	002706560	CASSADAS	ALEJANDRO	909/537-3139	HUMAN RESOURCES	12/1/2015	000024400

Primary Viewer

ISSET CIA Request Form (Unity Form) - 12/1/2015 - ALEJANDRO CASSADAS (HUMAN RESOURCES) | 1 Page

Computerized Information Access (CIA) Form

CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO

Employee Human Resources Student Administration Finance Data Center Department Databases Other Authorize/Submit/Save

This form (CIA) must be completed and signed by the employee requesting access and the appropriate MPP Administrator. By signing this form, I certify that I have read and understand the Confidentiality Compliance Guidelines (http://cms.csusb.edu/support/how_to.jsp# contact area Manager to complete the Confidentiality Compliance form). In addition, I understand that my operator ID and password are to be kept confidential, and if I share this information, my access will be revoked. An employee is subject to possible disciplinary action up to and including dismissal from the job if he/she violates this policy. I also understand that all records are CONFIDENTIAL and the property of California State University, San Bernardino. My initials in the box below indicate that I have signed and submitted a CONFIDENTIALITY COMPLIANCE FORM. Actual access will be granted by the Security Administrator based on final clearance as required by each database.

Initials *
AC

Complete the information on each of the tab or tabs for each access type you are requesting. You will receive email notifications updating you on the status of this request.

Employee Information

Reason for submitting this request (i.e. department transfer, additional duties, etc.) *
Additional duties

Scroll down to the “Reason for submitting this request” to review the purpose of this CIA Request.

Click your tab to reveal & review what access is being requested.



Employee Human Resources Student Administration Finance Data Center Department Databases Other Submit

New Human Resources Access Request

CIA Human Resources Component: POSITION MANAGEMENT
CIA Security Administrator Name: ANABEL ESCAMILLA
CIA Security Admin Authorization: [Field]
 Authorize

NOTE: If requesting MPWA Access, a Master Pay Certification Authorization Form & an updated Signature Authorization Form are required to complete security access.

Click Add to Identify Department IDs

Master Pay Warrant Authorization Department ID Look Up (List IDs used to certify pay warrants) Add

HR Department ID Look Up (List IDs used for Absence Management Access, Hire, Rehire, View, etc.) Add

Additional Human Resources Information

Requestor Comments (note any additional information)

Check Requester comments for details



AUTHORIZE THE REQUEST

Click “Authorize” checkbox next to the area you’re approving.

Employee	Human Resources	Student Administration	Finance	Data Center	Department Databases	Other	Authorize/Submit/Save
New Other Access Request Add							
CIA Other Component		CIA Other Security Administrator		CIA Other Security Admin Authorization		Authorize	
AMS (APP MGMT SYSTEM)		000058252				<input type="checkbox"/> Remove	
COYOTE READY		000058252				<input type="checkbox"/> Remove	

***** DO NOT OMIT THIS STEP!***** omitting this step removes requests from OnBase Workflow. Each tab has a “Security Administrator Comments” field. Add your instructions (i.e. roles, other details) here.

1. **Add the roles you’re authorizing - AUDIT REQUIREMENT**
2. Include your initials at the beginning or end of any comments. Example: “mab:” or “-mab”
3. Hit “Enter” to add a line to the comments field when following another’s comments.

Additional Information

Requestor Comments

Security Administrator Comments

PeopleSoft Security Administrators must indicate the role(s) being granted. ***This is an audit requirement.***

Go to Authorize/Submit/Save tab.

Security Administrator Authorization

Be sure you authorized each specific access request assigned to you on the previous tabs by checking "authorize" before authorizing/denying the entire request here.

Authorize/Deny
AUTHORIZE

Be sure you have indicated your access request on one or more of the previous tabs before submitting this form.

Submit

Select “Authorize” then click “Submit” button to save your changes

Click the “Authorize” button. You will be asked to verify your approval which you can click “yes” or “no”.

EMPLID (18)	Last Name	First Name	CIA Employee Aut...	MPP Nar
000058252	CARRIZALES	LAURA	4/30/2015	JAVIER T
000058252	CARRIZALES	LAURA	4/30/2015	JAVIER T
000058252	CARRIZALES	LAURA	4/30/2015	JAVIER T

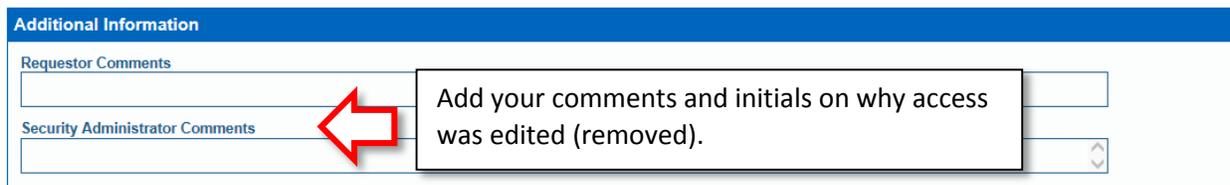
Authorize
 Deny

DENYING ACCESS – aka: Editing a Request

When denying someone’s request DO NOT use the “Deny” button at the top. Instead do the following:

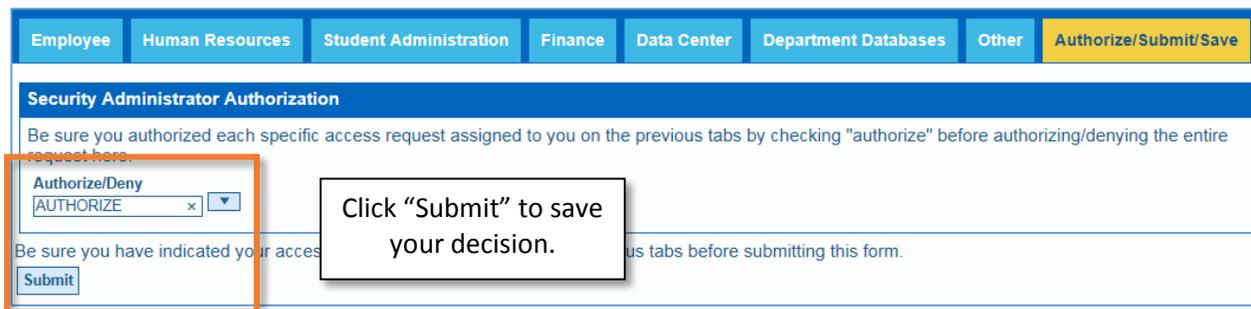
Click “Remove” to eliminate a specific area.

Clicking “Remove” edits the CIA Request allowing the rest of the CIA Request to move through the workflow process.



Add your comments and initials on why access was edited (removed).

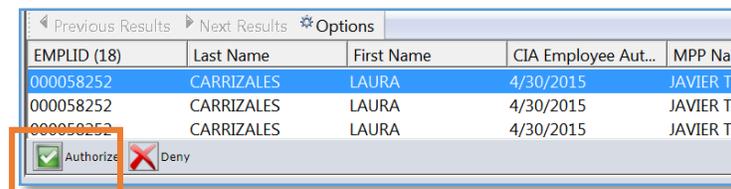
Go to Authorize/Submit/Save tab.



Click “Submit” to save your decision.

Select “Authorize” because you’re authorizing the edited request allowing other access requests to move forward.

LASTLY: Click the “Authorize” button.
You will be asked to verify your approval which you can click “yes” or “no”.



EMPLID (18)	Last Name	First Name	CIA Employee Aut...	MPP Name
000058252	CARRIZALES	LAURA	4/30/2015	JAVIER T...
000058252	CARRIZALES	LAURA	4/30/2015	JAVIER T...

Authorize Deny

All authorized requests now proceed to the Training Administrator for validation.