

Security Administrator Approval

An email from “DoNotReply@csusb.edu” will announce a CIA Request ready for your review and approval.

COPY the enclosed email link and paste into an Internet Explorer (IE) browser window. (*OnBase works best with IE.*) The link takes you to an authentication page requiring your Coyote ID and password. There you’ll log into OnBase where you can review, edit, and authorize the CIA request.

REVIEW REQUESTOR’S INFORMATION

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/complete the Confidentiality Compliance form). In addition, I understand that my operator ID and password are to this information, my access will be revoked. An employee is subject to possible disciplinary action up to and including termination if an employee is found to have violated this policy. I also understand that all records are confidential and the property of California State University San Bernardino. The checkboxes below indicate that I have signed and submitted a CONFIDENTIALITY COMPLIANCE FORM. Actual access will be granted by the MPP Administrator based on final clearance as required by each database.

Initials*
V63

To complete this form fill out all fields in the Employee Information section (be sure to enter the correct email address 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

Employee ID* V63000001	Department ID* ISET	Department Name* ISET
First Name* TEST	Middle Initial T	Last Name* TEST
Job Code* ASDF	Job Code Name* TEST	Phone
Email* ASF@EXAMPLE.EDU		

Scroll down the EMPLOYEE page to review details about the requestor: department, position and “Reason for submitting this request”.

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

REVIEW AREA REQUEST DETAILS

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

Click your tab to see details

AUTHORIZE THE REQUEST

Click “Authorize” checkbox next to the area you’re approving. ***** DO NOT OMIT THIS STEP!***** omitting this step removes requests from OnBase Workflow.

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	

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 x

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.

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

When done OnBase will automatically close.

EMPLID (18)	Last Name	First Name	CIA Employee Aut...	MPP Na
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

Click "Remove" to eliminate a specific area.

The screenshot shows the 'New Other Access Request' form. It has a navigation bar with tabs: Employee, Human Resources, Student Administration, Finance, Data Center, Department Databases, Other, and Authorize. The 'Other' tab is selected. Below the navigation bar, there are three columns: 'CIA Other Component', 'CIA Other Security Administrator', and 'CIA Other Security Admin Authorization'. There are two rows of data. The first row has 'AMS (APP MGMT SYSTEM)' in the first column, '000058252' in the second, and an empty field in the third. The second row has 'COYOTE READY' in the first column, '000058252' in the second, and an empty field in the third. To the right of each row is an 'Authorize' checkbox and a 'Remove' button. The 'Remove' buttons are highlighted with a red box.

If you have more than one area to authorize you can "Remove" one and "Authorize" another.

The screenshot shows the 'Additional Information' section. It has a blue header with the text 'Additional Information'. Below the header, there are two text boxes: 'Requestor Comments' and 'Security Administrator Comments'. A red arrow points to the 'Security Administrator Comments' box. A text box with a white background and black border contains the text: 'Add your comments and initials on why access was edited (removed)'. The text box is positioned over the 'Security Administrator Comments' box.

Go to Authorize/Submit/Save tab.

The screenshot shows the 'Security Administrator Authorization' section. It has a blue header with the text 'Security Administrator Authorization'. Below the header, there is a paragraph of text: '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'. Below the paragraph, there is a dropdown menu labeled 'Authorize/Deny' with 'AUTHORIZE' selected. Below the dropdown menu, there is a 'Submit' button. A text box with a white background and black border contains the text: 'Click "Submit" to save your decision.'. The text box is positioned over the 'Submit' button.

Select "Authorize" because you're authorizing the edited request and this allows 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".

The screenshot shows a table with the following columns: 'EMPLID (18)', 'Last Name', 'First Name', 'CIA Employee Aut...', and 'MPP Nar'. The table has three rows of data. The first row has '000058252', 'CARRIZALES', 'LAURA', '4/30/2015', and 'JAVIER TO'. The second row has '000058252', 'CARRIZALES', 'LAURA', '4/30/2015', and 'JAVIER TO'. The third row has '000058252', 'CARRIZALES', 'LAURA', '4/30/2015', and 'JAVIER TO'. Below the table, there are two buttons: 'Authorize' and 'Deny'. The 'Authorize' button has a green checkmark icon and is highlighted with a red box. The 'Deny' button has a red X icon.

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