

# OnBase CIA Request – Security Admin Authorization



## BACKGROUND: The CIA Request Process

The CIA form has very distinct steps:

CIA Request forms have 2 stages: “REQUEST” and “IMPLEMENTATION”. CIA Requests start as an ISET CIA REQUEST FORM. After Security Administrator authorization it becomes an ISET IMPLEMENTATION FORM. This is key when attempting to retrieve forms and understanding which queue a request might be in.

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

COPY the enclosed email link and paste into an Internet Explorer (IE), Firefox, or Chrome browser window (Please note this link will not work properly in Microsoft Edge). The link takes you to OnBase where you can review, edit, and authorize the CIA request.

## ACCESSING & NAVIGATING

Access OnBase using Internet Explorer, Firefox or Chrome go to <https://workflow.csusb.edu>

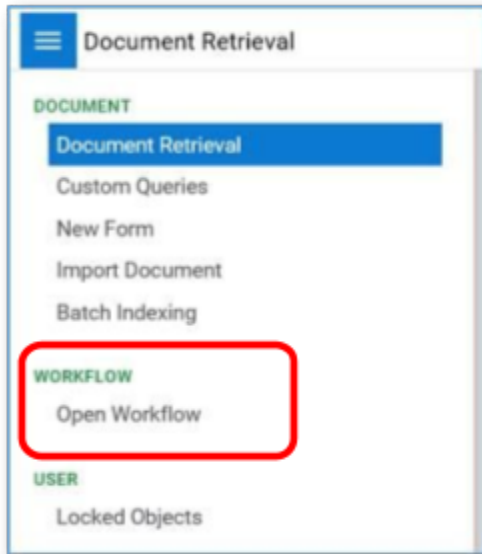
Login using your Coyote ID and password.

When logging in your default view might look like this:

Click the three horizontal bars next to Document Retrieval.

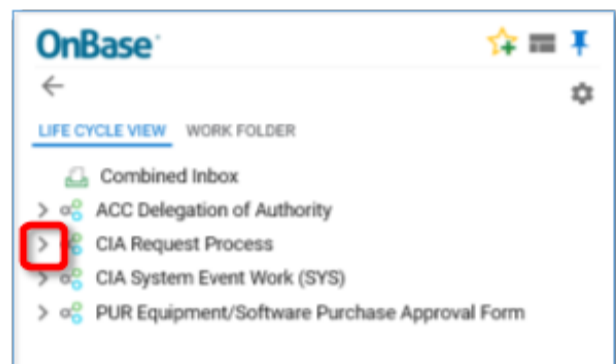


This takes you to the home navigation page even though Document Retrieval is highlighted.



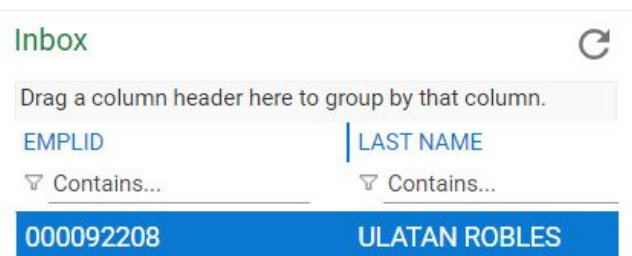
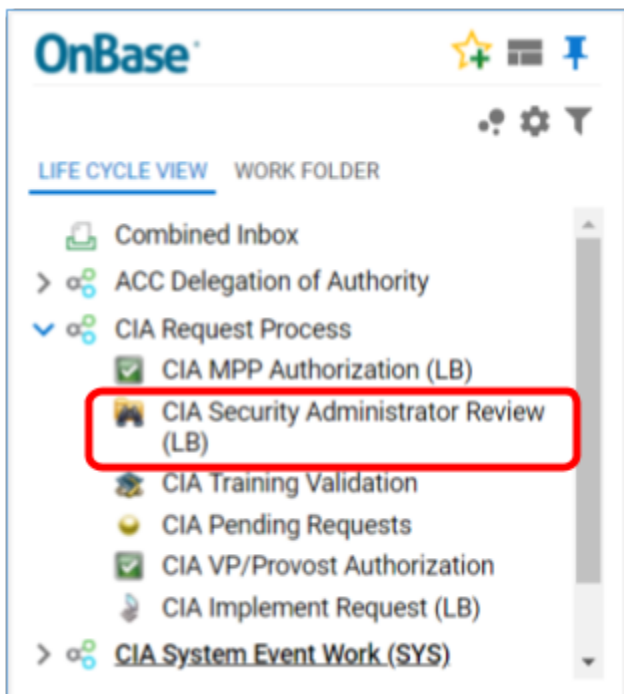
Next choose "Open Workflow". Another window will open.

Select the carat next to CIA Request Process to open the CIA Request Process tree.



Choose CIA Security Administrator Review (LB) and the "Inbox" will populate with the waiting requests.

*Note: Load balanced "LB" allows you to only see components you're the Security Admin for.*



Click the line and the request will populate the large window.

## Authorizing Requests

### VALIDATE REQUEST

Review CIA Requests to provide context like the requester's department, their job code or position title. Also, the fields for mirroring access or the reason for the request may provide pertinent details. Contact the MPP, Supervisor or the requester if additional information is needed.

**Computerized Information Access (CIA) Form**

CALIFORNIA STATE UNIVERSITY  
SAN BERNARDINO

Employee | Human Resources | Student Administration | Finance | Data Center | Department

Select tab for the access type, then click "ADD" button for each component needed. The drop-down menu will show the status of this request.

**CIA Delegate Information**

Delegate EMPLID 000043055	Delegate Department ID CS1180
Delegate First Name RIKA	Delegate Last Name DAWSON
Delegate Email RDAWSON@CSUSB.EDU	Delegate Phone 909/537-3712

**Requester Information**

Employee ID* 003427293	Department ID* CS1180	Department Name* INTERNATIONAL EDUCATION
First Name* IVETH	Middle Initial 	Last Name* DIAZ
Job Code* 3079	Job Code Name* STUDENT SERVICE PROFESSIONAL IA	Phone* 909/537-5705
Email* IVETH.DIAZ@CSUSB.EDU	Employment Status* Staff	Should access mirror someone? List name, emplid or N/A* Cheryl Quiroz 000023308
Employee Position Title* INTERNATIONAL ADMISSIONS PROCESSOR		

Reason for submitting this request (i.e. department transfer, additional duties, etc.)\*  
Department transfer effective 02/01/2018. New appointment. Keep same Admission and Student Record access, and add additional Admissions and record roles as Cheryl Quiroz 000023308.

MPP EMPLID* 004182138	MPP Name* STACIA MCCAMBRIDGE	MPP Phone 909/537-3941	MPP Email* SMCCAMBR@CSUSB.EDU
Supervisor Name* NANCY HERNANDEZ	Supervisor Email* NHERNANDEZ@CSUSB.EDU	Supervisor Phone 909/537-5204	

**Authorizations**

CIA Delegate Authorization		MPP Authorization	
Delegate Name RIKA DAWSON	Authorization Date 01/30/2018	MPP Name STACIA T MCCAMBRIDGE	Authorization Date 01/30/2018

Scroll down the EMPLOYEE page to see details about the requester: department, position and "Reason for submitting this request" including MPP's authorization date.

### REVIEW AREA REQUEST DETAILS

Each tab has a Requester Comments field that may or may not contain additional information.

The screenshot shows the 'New Other Access Request' form. A red arrow points to the 'Other' tab in the top navigation bar. A callout box on the left says 'Click your tab to see details'. The form contains two rows of data for 'CIA Other Component', 'CIA Other Security Administrator', and 'CIA Other Security Admin Authorization'. Below this is the 'Additional Information' section with 'Requestor Comments' and 'Security Administrator Comments' fields. A red arrow points to the 'Security Administrator Comments' field with a callout box that says 'Check for additional info'.

## AUTHORIZE THE REQUEST

Click “Authorize” checkbox next to the area to which you’re the Security Admin.

This screenshot is similar to the previous one but highlights the 'Authorize' checkbox for the first row with a red box. The 'Other' tab is also highlighted in the top navigation bar.

NOT clicking the “Authorize” box will drop the request from the workflow process. **Do not forget this step.**

CAUTION: MPPs can see the entire form and receive it before Security Administrators. If you’re approving as the MPP **DON’T CLICK** the “Authorize” box.

Each tab has a “Security Administrator Comments” field. Add your instructions (i.e. roles, level of access, or other details) for the implementer who grants access.

1. Include your initials at the end of any comments. Example: “-mab”.
2. Add another line by hitting “enter” if following another’s comments.

This is a close-up of the 'Security Administrator Comments' field. A red arrow points to the field with a callout box that says: 'PeopleSoft Security Administrators must indicate the role(s) being granted. *This is an audit requirement.*'

Go to Authorize/Submit/Save tab.

Select

Deny

As data

access

Here's how:

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.

Authorize/Deny  
AUTHORIZE

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

Submit

has

### STEPS TO REMOVE/DENY

1. Click the remove button next to the unneeded component
2. Add your reason and initials to the security administrator comments field
3. Go to the Authorize/Submit/Save page
4. Use the Security Admin's drop down box to AUTHORIZE

New Other Access Request

CIA Other Component	CIA Other Security Administrator	CIA Other S
AMS (APP MGMT SYSTEM)	000058252	
COYOTE READY	000058252	<input type="checkbox"/>

Click "Remove" to eliminate a specific area.

Remove

Remove

Selecting "Authorize" allows other components on the CIA Request to move forward.

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.

Authorize/Deny  
AUTHORIZE

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

Submit

Click "Submit" to save your decision.

Authorized requests now proceed to training validation.

## Process Flow

### OnBase Computerized Information Access (CIA) Requests

OnBase digitally manages how Computerized Information Access (CIA) Requests are created,

## CIA Request Process Flow