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 <u>REQUEST</u> FORM. After Security Administrator authorization it becomes an ISET <u>IMPLEMENTATION</u> 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.

<u>COPY</u> the enclosed email link and paste into an <u>Internet Explorer (IE), Firefox, or Chrome</u> 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**
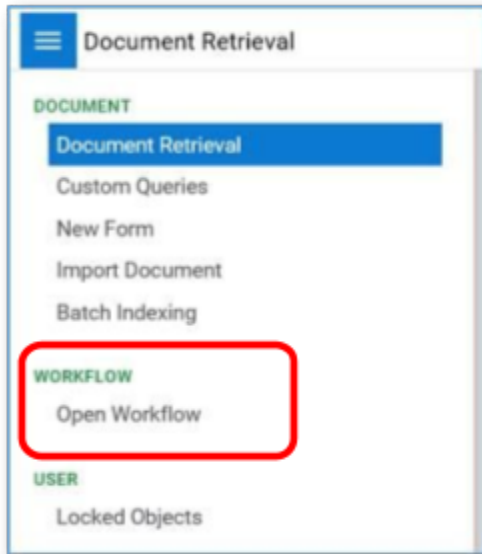
Login using your Coyote ID and password.

When logging in your default view might look like this:

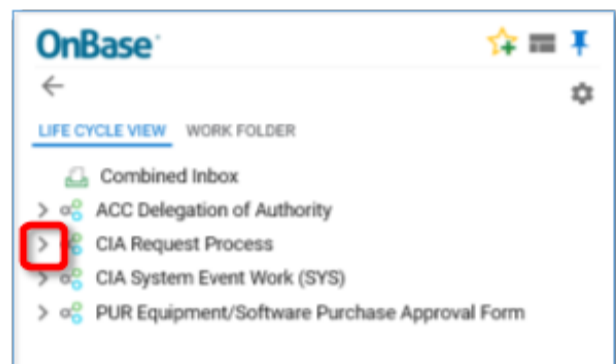Click the three horizontal bars next to Document Retrieval.

This takes you to the home navigation page even though Document Retrieval is highlighted.
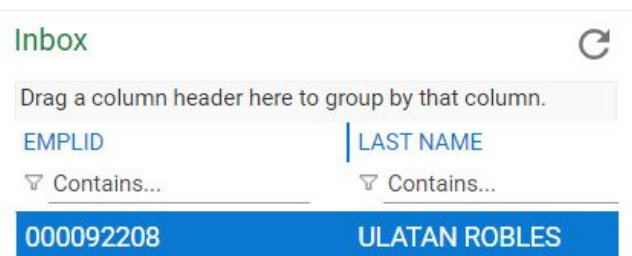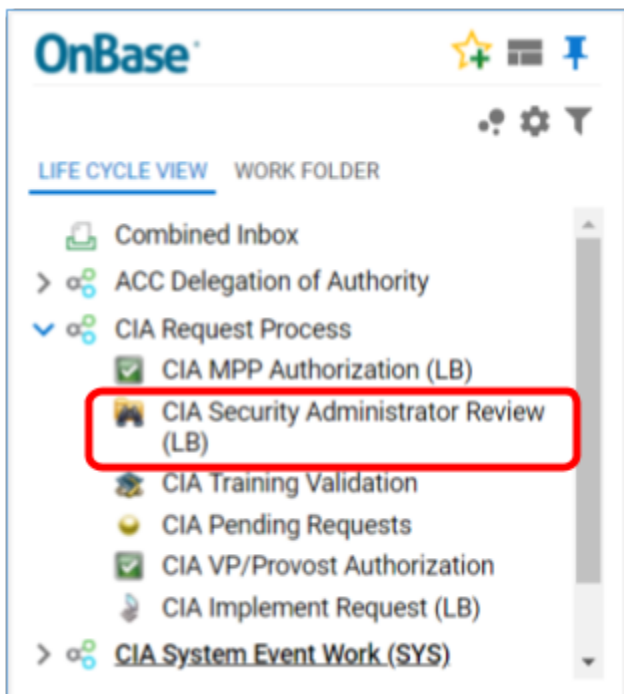
Next choose "Open Workflow". Another window will open.

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.

REVIEW AREA REQUEST DETAILS

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

AUTHORIZE THE REQUEST

Click "Authorize" checkbox next to the area to which you're the Security Admin.

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.

Go to Authorize/Submit/Save tab.

Select

Deny

As dat͏ᵃBe sure you have indicated y̲our access request on one or more of the previous tabs before submitting this form.   has
access ᵃⁿᵈ ᵗʰᵉ ˡᵉᵛᵉˡ ᵒʳ ᵗʸᵖᵉ ᵒᶠ ᵃᶜᶜᵉˢˢ ᵍʳᵃⁿᵗᵉᵈ. ᴰᵉⁿʸⁱⁿᵍ ᵃᶜᶜᵉˢˢ ⁱˢ ᵇᵃˢⁱᶜᵃˡˡʸ ᵉᵈⁱᵗⁱⁿᵍ ᵗʰᵉ ʳᵉᑫᵘᵉˢᵗ.
Here's how:

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

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

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

CIA Request Process Flow