

# Finance and HRMS Access Control

North Dakota HEUG 04/12/06

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HECN ConnectND Security Administrator



# Administration of Access Control

- Revision of Request Forms.
- Flowchart of submission of electronic request forms
- **New requirement of Campus Access Control Officers to verify that the user has completed FERPA and/or Employee Data Privacy training.**
- Process to verify completion of FERPA training.

# Administration of Access Control

- Other items related to Access Control.
- Additional roles, and new Menus and Navigations for customized menu items.
- Reminder that specific Queries are available to audit access for staff and faculty on your campus.

# Revision of Request Forms

- The HRMS request form NDUS-HECN-007 and Finance request form NDUS-HECN-008 will be converted to Excel format soon.
- Other request forms will also be converted to Excel format as well.
- When all forms have been converted, you will be notified and we will no longer accept any forms other than the published forms on the site below:
- <http://www.und.nodak.edu/dept/itss/forms.html>

# Revision of Request Forms

- Select the link NDUS-HECN Public Forms
- Select the form you would like to use.
- If you have any web sites where forms are posted and are not an actual link to the published forms, please change them to use the link provided.
- Each request form has a document indicating the procedures for completing and routing the form.

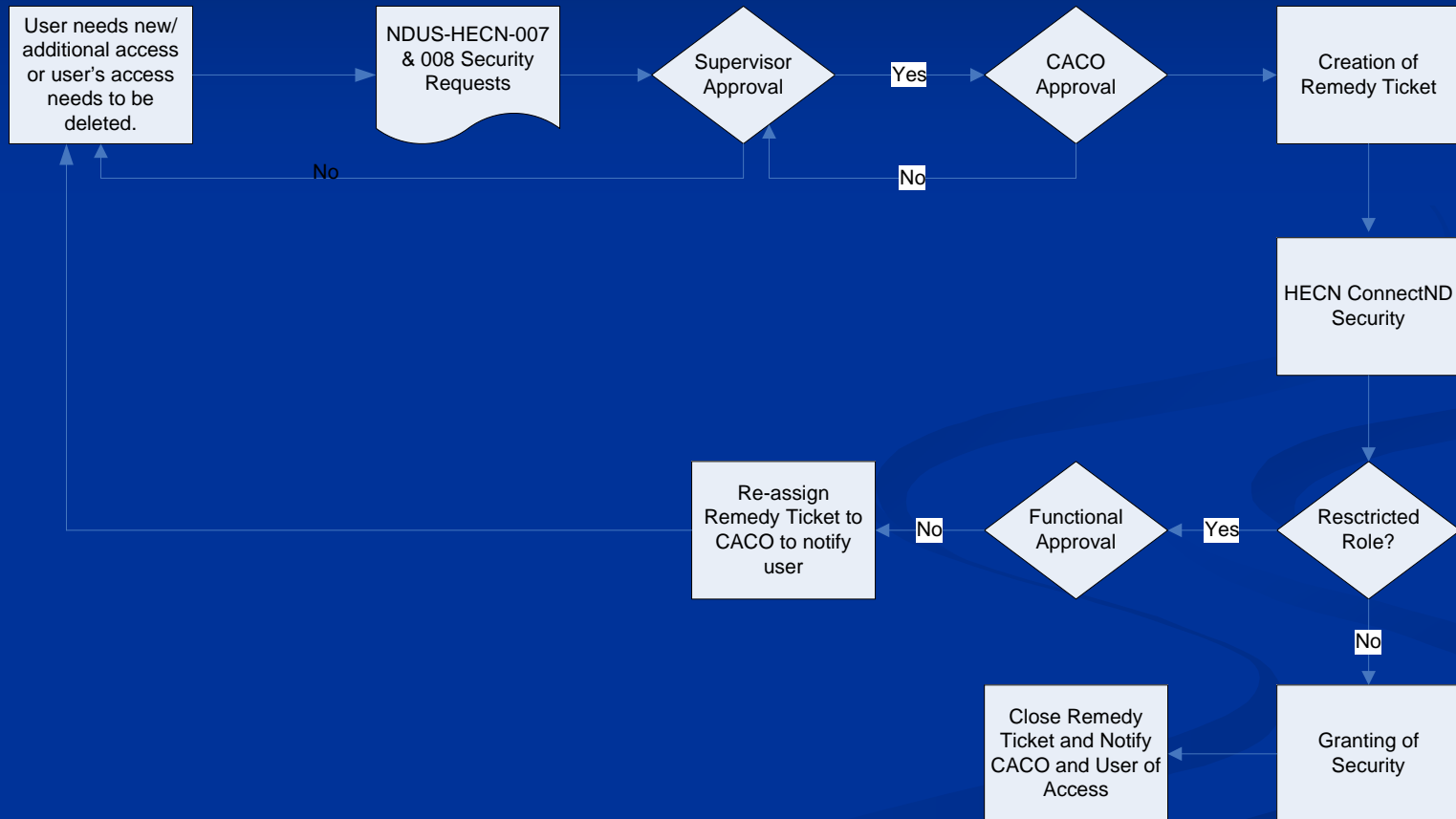
# Revision of Request Forms

- Please refer your users to this site. We have users submitting forms via email, fax, and snail mail, which only slows the process for all of us, including the user who needs the access.
- The forms are often incomplete and lack proper approval. We then have to route the request back to you.

# Revision of Request Forms

- When accessing forms, please save them in Excel format.
- Note:
  - Default settings are used in Excel. You should have:  
Excel: Tools> Macro> Security> High  
Excel: Tools> Options> View tab should have gridlines unchecked.  
You may receive an error about macros disabled – just click OK

# Process of Making an Access Request for Finance and/or HRMS



# FERPA and Employee Data Privacy Training

- Family Educational Rights and Privacy Act (FERPA) Training is related to student private information
- Employee Data Privacy Training is related to employee private information.
- Employee Data Privacy Training is required of all users requesting access to the HRMS System. Some access to the Finance System may require Employee Data Privacy Training as well. FERPA training is required if any student private information is being accessed. Refer to the instructions that accompany each request form to determine which training is necessary. The form will request a signature indicating that the training has been completed if training is necessary.

# FERPA and Employee Data Privacy Training

- The FERPA Training can be taken at this site:

[http://www.ndsu.nodak.edu/ndsu/helpdesk/ferp  
atraining/](http://www.ndsu.nodak.edu/ndsu/helpdesk/ferp<br/>atraining/)

- The Employee Data Privacy Training can be taken at this site:

[http://www.ndsu.nodak.edu/ndsu/helpdesk/data  
privacy/](http://www.ndsu.nodak.edu/ndsu/helpdesk/data<br/>privacy/)

# Verification of FERPA and Employee Data Privacy Training

- There are 2 separate training databases that will need to be checked by you as Campus Access Control Officer, depending on the access that is being requested. This was not required of you previously, because you did not have the necessary access. You now have that access. Please refer to the document that accompanies each request form to determine which training is required.

# Verification of FERPA and Employee Data Privacy Training

- Initially, you will need to enroll in an enroll database and take a short quiz before attempting to verify that training has been completed by a user. Go to: <http://enroll.nodak.edu>
- Your UserID will be the first part of your email address, the part prior to @  
For example, if your email address is [susie.que@school.edu.nodak.edu](mailto:susie.que@school.edu.nodak.edu), your UserID is susie.que
- Your password will be Mmmssyyyy  
where Mmm is the 1st 3 chars of birth month - 1st character is capital  
ss is middle 2 digits from SSN  
yyyy is 4 digit birth year  
For example, if your birth date is November 15, 1970, and your Social Security number is 999-67-9999 your password would be Nov671970

# Verification of FERPA and Employee Data Privacy Training

- After enrolling, I would suggest that you immediately change your password in the enroll database.
- If you experience any problems accessing the enroll database, please contact the Help Desk at NDSU. They administer the access there.

Here are the links to verify the training has been taken by a user:

Employee Data Privacy:

<http://aiws.ndsu.nodak.edu/work/dataprivacy/>

■ FERPA:

<http://aiws.ndsu.nodak.edu/work/ferpaquiz/>

# Verification of FERPA and Employee Data Privacy Training

- Follow the instructions that are given to you when you initially sign on to each database. I do not save the data – instead I just do a search. My explanation – the data can change at any moment, and if I had saved the data the day before, and the user actually took the training today, I would be unable to verify it. This also avoids having data on your desktop or laptop that could be stolen.
- If the user has taken the training, you will find their name, email address, institution, and the date that the training was taken. This has already been proven to be useful to resolve a legal issue.

# Other items related to Access Control

- When a staff or faculty member is terminated, their access in all Systems (Finance, HRMS, and Student Administration) is removed.

# Other items related to Access Control

- Students will not be granted a UserID for administrative use except as a student worker. Please note the guidelines below.
- Guidelines for Student Worker Access
- One or more specific UserID(s) can be created for use by student workers at the request of a department head or supervisor. The UserID is generic in nature. The UserID is requested and issued with the understanding that the requestor (supervisor or department head) is ultimately responsible for the UserID. The request for this type of UserID also requires that the requestor (supervisor or department head) complete the form NDUS\_HECN\_021, that ensures that the student worker will receive the proper FERPA and/or Employee Data Privacy training required. The requestor also agrees to abide the restrictions mentioned below.
- The UserID is set up so that the requestor can sign on for a student and the student can perform duties as assigned. The UserID and password should be kept private, with only the requestor knowing the UserID and password. A log should be kept and an entry made whenever a student uses the UserID. The password should be changed frequently, at least once a month.
- This eliminates the problem of student turnover, and assures that data is not being displayed or manipulated by students when they are not in your offices.

# Additional roles, and new Menus and Navigations for customized menu items.

- There have been some additions and updates to a number of roles that have been created for the HRMS. We will be renaming the NDUTMP10 role soon.
- Updated lists of roles will be published soon for both Finance and HRMS, hopefully by Monday, April 17<sup>th</sup>.
- The customized menu items (those beginning with NDU) are in the process of being moved to new menus in some of the systems. It will be a gradual process. You will see the main menu – such as NDU Applications followed by menus associated with specific areas.

# Reminder that specific Queries are available to audit access for students, staff, and faculty on your campus.

- There are several queries available to you as Campus Access Control Officers to audit and check access at your campus.
  - NDU\_0125\_SEC\_ACCESS\_FOR\_USER
  - NDU\_0125\_SEC\_EMPL\_ROLE\_LIST
  - NDU\_0125\_SEC\_ROLES\_FOR\_USER
  - NDU\_0125\_SEC\_USERS\_FOR\_ROLE
  - NDU\_SEC\_PAGE\_LISTING

# Contact Information

- Complete a Remedy Ticket and assign it to the ConnectND Security group.
- Contact the NDUS Help Desk at 866-457-6387. They will create a Remedy ticket and assign it to us.
- My email address – [barbararask@mail.und.edu](mailto:barbararask@mail.und.edu)

# Q&A

*Any questions or concerns?*