

Security Admin Meeting | MINUTES

January 12, 2023 | 11 AM |

AGENDA TOPICS

Welcome/Review Action Items

Offboarding/Automation – In Development Queue, waiting on resource.

Advisor Note Progress -

Documentation Update/Training Update

Masking – Timing for each Pillar

Residency Role Changes

Former Employee Role

Instructor/Advisor Access Question from last meeting- Regarding the Instructor/Advisor Table question, rows need to have a 1/1/1901 effective date for calculations. Using Correct History to ensure this is the correct way to go. There is a section toward the bottom of the QRG ("Add a Second Instructor/Advisor Entry") that outlines the steps for updating this table:

<https://ctclinkreferencecenter.ctclink.us/m/79430/1/921013-9-2-adding-an-instructor-to-the-instructor-advisor-table>

<https://ctclinkreferencecenter.ctclink.us/m/56084/1/541143-applying-roles-through-launchpad> replacing query CTC_SEC_ROLE_USER with CTC_SEC_ROLEUSER_VW since its restricted by Business unit; Data services will update the other one as well.

MFA Options – Global (ITC as a system requested for ctcLink.)

Q/A

Action items	Person responsible	Deadline	Status
Update Segregation of Duties Query for CS	CS Team	February 2023	In Progress
Add UPD/SACR to QRGs	Bill Ramirez	March 2023	InProgress
Create Job Aids by Job Function	SBCTC Security Team	May 2023	Open
Work with Functional Teams to update QRGs on Workflow and add More info on Routing to Admins and troubleshooting help (emailed functional 12/28/22) 157069	Shelia	November 2022	Open
Develop Workflow Query in HCM (emailed functional 12/28/22 again) 157071	Sarah	November 2022	In Progress

Action items	Person responsible	Deadline	Status
SOD Training and Documentation	Shelia	February 2023	In Progress
Update QRG for Critical Termination, how to kick user out of system instantly.	Bill	February 2023	Open
Update FS/HCM SOD queries to be based on Navigations not roles	Data Services	May 2023	Open
Update QRG for Local Admins on users active at multiple institutions, best practices, row level, etc.	Shelia/Bill	February 2023	Open
Request for more guidance on Fraudulent Accounts, and guidance on consistent steps.	CS Team	February 2023	Open
Duplicate Accounts: what's being done to address the issue, are we looking at ways to prevent this	CS Team	February 2023	Open

| Decisions |