

COLORADO STATE UNIVERSITY-PUEBLO

Financial Procedure Instructions FPI 1-8

1. **Procedure Title:** Administrative Systems Online Access
2. **Procedure Purpose and Effect:** To describe procedure for authorizing and monitoring the online access to the University's core administrative computer systems, including Banner, Workday, and Kuali Financial System (KFS).
3. **Application of Procedure:** Each Department is responsible for submitting the correct access forms for their employees.
4. **Exemptions:** Not applicable.
5. **Definitions:** Not applicable.
6. **Procedure Statement:**
 - A. Online access to the administrative systems is restricted to those individuals who have approval through Information Technology's Computer Resource Application (CRA)._
<https://www.csupueblo.edu/information-technology/index.html>
 - B. Once approval has been obtained, access will be limited to data and functions for which the individual has responsibility. Unique passwords will be assigned to the individual user or the user's C# and password will be used. Initiating a change to a password is the responsibility of the user and should be done whenever security has been violated. It is standard practice for security packages to require users to change their passwords periodically. The purpose is to limit risk associated with unauthorized persons using some else's password to access the system.
 - C. Users granted access must understand that information retrieved, processed or communicated through the University computer systems is sensitive and/or confidential. Unauthorized release of such information or release of access codes at any time during or after employment with Colorado State University-Pueblo is a violation of University procedure and state law. Violations may be reported to the Pueblo County District Attorney and/or Colorado Attorney General. Access will be used for authorization purposes related to the user's assigned duties. Personal use of systems' information is not authorized.
 - D. Use of online access will be monitored by a security coordinator of each system to reduce the risk of security violations and to identify weaknesses in the security system.
 - E. Responsibilities associated with each system involve different individuals or organizations.
 1. Information Technology provides administrative computing services to academic and administrative offices through management of institutional level core computer systems.

The Chief Information Officer coordinates the establishment and maintenance of user e-Identity (C#) and passwords to ensure that access is restricted to authorized users.

2. Information Technology is responsible for the design, implementation, enhancement, maintenance, and production services of the applications. Information Systems specifies and approves access to the data repository (ODS).
 3. OFM specifies and approves the parameters for access to the Cash Management System.
 4. OFM specifies and approves the parameters for access to KFS, Workday, and Banner.
 5. Human Resources specifies and approves the parameter for access to the Workday HR Module.
 6. Registrar Office System Support specifies and approves the parameters for access to the Banner Student Module
 7. Users are responsible for the appropriate use of the University computer systems and to ensure that password security is maintained.
 8. User departments are responsible to ensure that they approve access to appropriate users.
- F. System access request forms must be completed and approved before access will be granted. These steps should be taken in obtaining approval for system access:
1. Complete a CRA for each system the user is requesting access for. The access application must be approved by the individual requesting access and the department head or data steward.

7. **Reference and Cross-References:** None.

8. **Forms and Tools:**

Computer Resource Application: <https://www.csupueblo.edu/information-technology/index.html>