COLORADO STATE UNIVERSITY
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 on-line access to the University's core administrative computer systems, including the Cash Management system (CMS), Banner Student System and Accounts Receivable System (ARIES), Kuali Financial System (KFS), Oracle Human Resource Management System (HRS) and the Vista Plus Financial Reporting system.

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 obtained written approval from the responsible department head or data steward, the organization responsible for the system and the ACNS or IS departments (if appropriate). Authorization should be obtained through the use of the access application for each system.

   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 eID 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 is a violation of University procedure and state law. Violations may be reported to the Larimer 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 on-line 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. Academic Computing Networking Services (ACNS) provides administrative computing services to academic and administrative offices through management of institutional level

core computer systems. The security coordinator in ACNS coordinates the establishment and maintenance of user eIdentity (eID) and passwords to ensure that access is restricted to authorized users.

2. Information Systems 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. Business & Financial Services Banking Services specifies and approves the parameters for access to the Cash Management System.
4. Business & Financial Services System Services specifies and approves the parameters for access to KFS and ARIES TWARBUS Accounts Receivable Access and the Financial Reporting system Vista Plus.
5. Office of Budgets approves the access for the Budget Construction Module of KFS.
6. Human Resources Services Data Systems Office specifies and approves the parameter for access to the Oracle HRS.
7. Registrar Office System Support specifies and approves the parameters for access to Banner Student System (ARIES).
8. Users are responsible for the appropriate use of the University computer systems and to ensure that password security is maintained.
9. 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 an access application for each system the user is requesting access for and submit it to the appropriate security coordinator. The access application must be signed by the individual requesting access and the department head or data steward.
2. ACNS has a website that will assign the user a unique eID and password (see link in Forms and Tools below). Login instructions will be provided to you.
3. The security coordinator for each system that the user request access will contact the user with specific instructions related to that particular system.

7. **Reference and Cross-References:**

ACNS Technology Standards, Guidelines and Procedures: http://www.acns.colostate.edu/Procedures

8. **Forms and Tools**:

ACNS eIdentity (EID): https://eid.colostate.edu/eIDCreate/Login.aspx.

Business and Financial Services Forms for system online access for KFS, ODS, ARIES, TWARBUS, Vista Plus etc.: http://busfin.colostate.edu/Resources/Forms.aspx.

Budget Construction module of KFS: http://www.budgets.colostate.edu/Depts/Processes.aspx.

HRS Access Form: http://www.hrs.colostate.edu/pdfs/form-hr-system-access.pdf.