

DSA Checklist for End User Roles for Security

Use this checklist to complete requests for End User roles for Security in the Access Request System (ARS).

✓	Checklist Item
<input type="checkbox"/>	<p>1. Identify roles:</p> <ul style="list-style-type: none">Note the appropriate Security End User roles found in "End User Roles for Security" on the Bridges website.
<input type="checkbox"/>	<p>2. If applicable, notify user of password policy:</p> <ul style="list-style-type: none">If you assign the following role(s), please alert the user that the role carries a P4 or P5 security and they will need to change their GatorLink password: No End User Security roles apply. For more information on password security levels and policies, see http://www.bridges.ufl.edu/password/
<input type="checkbox"/>	<p>3. Identify the related Enterprise Reporting roles:</p> <p>UF_ER_PA_APPLICATION_ACCESS</p> <p>This role is only given to DSAs.</p> <p>For more information on roles and to see reports for these roles, see http://www.bridges.ufl.edu/reporting/catalog</p> <p>Click on one of the folders to see the reports for that topic. The roles associated with the reports will be displayed at the bottom of the screen.</p>
<input type="checkbox"/>	<p>4. Identify any additional roles needed:</p> <ul style="list-style-type: none">There are no additional roles required to perform Security tasks.
<input type="checkbox"/>	<p>5. Adhere to the Segregation of Duties:</p> <p>None for End User roles for Security.</p> <p>For more information on Segregation of Duties go to http://www.bridges.ufl.edu/security/duties.shtml</p>
<input type="checkbox"/>	<p>6. Take note of best practices when assigning roles:</p> <ul style="list-style-type: none">Remember, apply this checklist within the context of your own department. The DSA's work is not in black and white; think about how your department works and the impact of who has the ability to do what tasks.Use resources listed below to familiarize yourself as a DSA with the Security area and with becoming a knowledgeable and responsible DSA.The UF_SEC_REQUESTOR is a role with special trust. Actions taken with the access provided by this role can affect this department and the entire university.



DSA Checklist for End User Roles for Security

✓ Checklist Item

- Be aware of established internal controls and monitor or implement any new ones needed.
- Know your department's goals and functions.
- Know who performs what tasks in your departments.
- Use the Bridges website, <http://www.bridges.ufl.edu/security> for full role descriptions and checklists for requesting roles.

7. If necessary, complete any Additional Setup in the Access Request System:

- No setup required.

8. Do not submit any new requests for the following roles:

- No End User roles for Security in this category.

Additional Considerations

❖ Confidential Information

- Be aware that departmental security information is confidential.

❖ Forms

- To designate an employee as a Department Security Administrator, complete the DSA Authorization Form and send it to the Security Team at UF Bridges, Box 113359. It must have the signature of a Dean, Director or Department Head. To obtain this form go to http://www.bridges.ufl.edu/security/DSA_Authorization_Form.pdf

❖ Training

"Understanding Your Role as Department Security Administrator (DSA)"

To view training go to <http://www.bridges.ufl.edu/training>

To obtain additional information about Security, go to <http://www.bridges.ufl.edu/security>

