

Profiles Responsible Party/Owner Program and Policies

Table of Contents

I. Program/Policy Title:	2
II. Program/Policy Implementation Date:.....	2
III. Next Program/Policy Review Date:.....	2
IV. PRPO Revision History.....	2
V. History of the PRPO Program and Policies.....	2
VI. PRPO Program.....	2
VII. Roles and responsibilities of AITS Security Administration for the PRPO Program and Policies.....	3

Profiles Responsible Party/Owner Program and Policies

I. Program/Policy Title:

Profiles Responsible Party/Owner (PRPO) Program and Policies

II. Program/Policy Implementation Date:

February 1, 2010

III. Next Program/Policy Review Date:

February 1, 2011

IV. PRPO Revision History

Revision Date:	Revised by:	Change Made:
June 7, 2010	Deborah Coggins	Minor wording changes
June 2, 2010	Deborah Coggins	Minor wording changes

V. History of the PRPO Program and Policies

During the BANNER implementation, profiles were developed and implemented as a method to logically group access for classes, forms, reports and BXSxtender together as needed to support business related tasks. Profiles are then used by the Unit Security Contacts (USC) to request access for users.

As a result of the 2008 System Access Controls audit performed for the State of Illinois Office of Auditor General, annual review of users' BANNER access is required. Therefore, it is necessary to establish and implement a program and polices to identify who is responsible for the profiles and is authorized to request profile changes. This will help to ensure the actual access granted to users is appropriate and that users do not have any additional access to classes, forms, reports and BXSxtender than is needed to perform business related tasks.

VI. PRPO Program

- a. By default the highest level of each Banner increment (Office of Business and Financial Services, Human Resources, Student Registration Offices, Student Admissions Offices and Financial Aid Offices) is responsible for the BANNER profiles. Each of the highest level organizations may delegate specific modules to units within the organization. For example the Office of Business and Financial Services (OBFS) may determine the Director Accounts Payable is responsible for the Account Payable profiles.

Last updated by D. Coggins

June 7, 2010

Page 2 of 3

Profiles Responsible Party/Owner Program and Policies

- b. The office/unit which have been assigned responsibility/ownership for a given profile is required to annually review the access to classes, forms, reports, BXSXtender, etc. associated with every profile and to confirm the association is correct.
- c. If the annual profile review requires any access changes to the classes, forms, reports or BXSXtender, the PRPO will work with Administrative Information Technology Services (AITS) Security Administration to test and then implement profile changes in production.
- d. AITS Security Administration will not make any profile changes that have not been specifically requested and/or approved by the PRPO.
- e. If additional profiles are needed the office/unit will work with AITS Security Administration to test and implement the new profiles and identify the new PRPO. New profiles will require USC Training (see c. in section VII).

VII. Roles and responsibilities of AITS Security Administration for the PRPO Program and Policies

- a. AITS Security Administration is a resource for the PRPO if help is needed to explain and provide guidance as to how the profiles/security groups/roles/groups/classes/forms have been developed and implemented and the access associated with each profiles/security groups/roles/groups/classes/forms within the various Enterprise systems.
- b. Since AITS Security Administration does not know the office or unit business processes, it CANNOT advise or provide any opinion to the PRPO as to which profiles/security groups/roles/groups/classes/forms should be changed or when additional profiles need to be developed.
- c. AITS Security Administration is responsible to create and deliver USC Training. The PRPO will be asked to supply specific details as to when and why a profile can and should be requested for a user.
- d. AITS Security Administration is responsible for the creation and delivery of the reports/applications needed for the PRPO to complete the required annual profile review and confirmation.