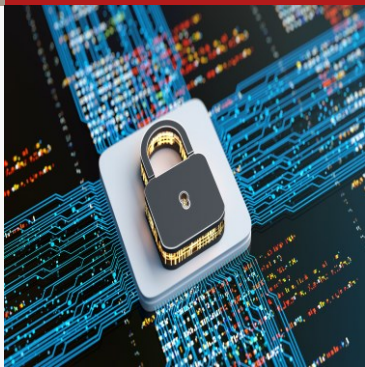




Application Access Controls

Student & Campus Life

November 18, 2024

Project Team

- Jane McClellan, Project Manager
- Philip Williammee, Applications Programmer
- David Kania, Applications System Analyst
- Dee Zajac, SCL Compliance Administrator



WHAT

Application Access Controls is a process whereby access to SCL owned or managed applications is appropriately monitored and updated for staff position changes or terminations.

WHY

Protect sensitive information and reduce the risk of data breaches, unauthorized data manipulation, potential security threats or breaches

Comply with laws such as FERPA, HIPAA, PCI, GPRD

SCL Systems Access Controls Audit to make sure that only current Cornell staff members have active accounts with appropriate levels of access

WHERE

User account information is loaded into the SCL Compliance Tracking Application.

Employment status data is imported from a Workday feed.

WHEN

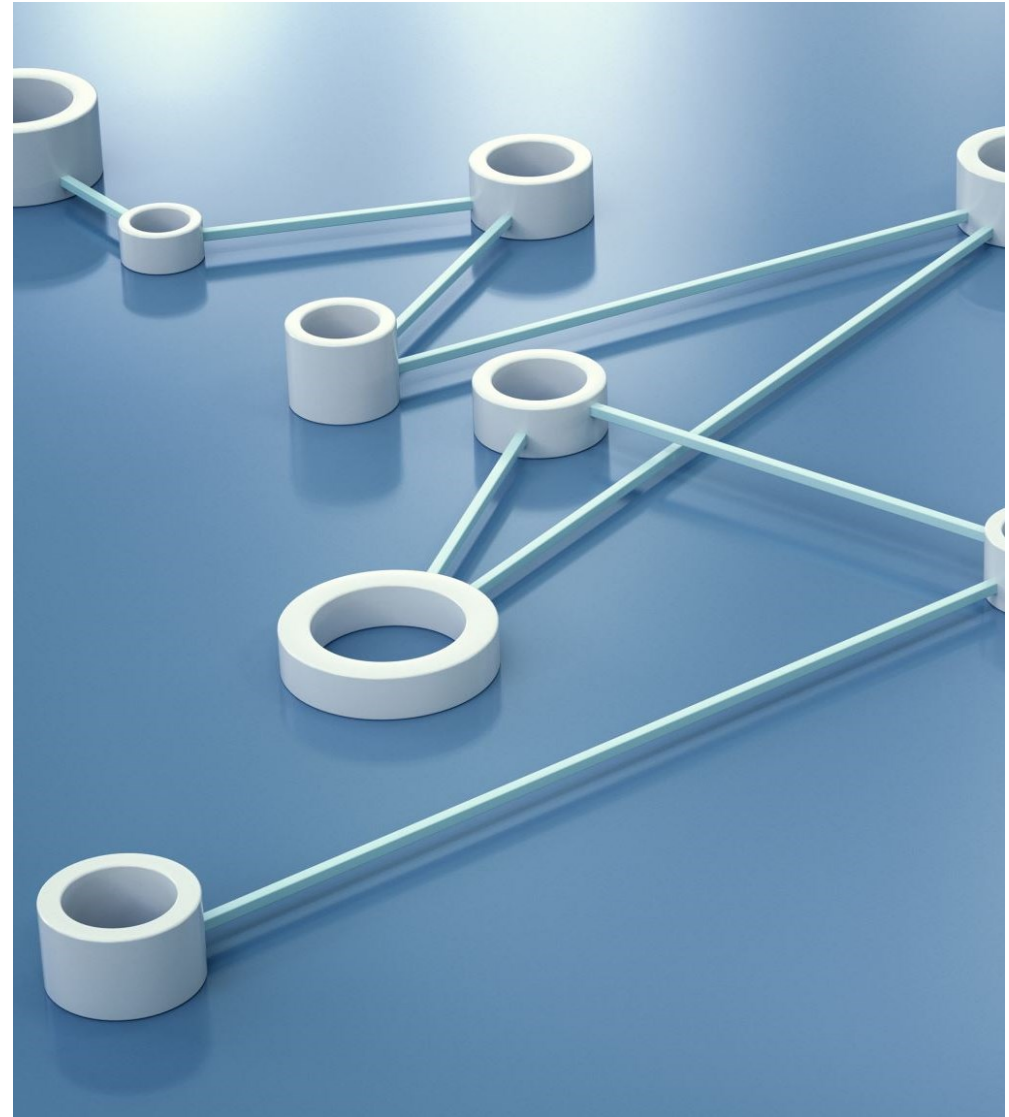
User account information is refreshed each semester.

Employee status data is refreshed nightly.

TDX tickets are generated when employment status changes for an individual.

POLICY & PROCEDURE

- [University Policy 4.12 Data Stewardship and Custodianship](#)
- [SCL Application Access Control Policy & Procedure](#)



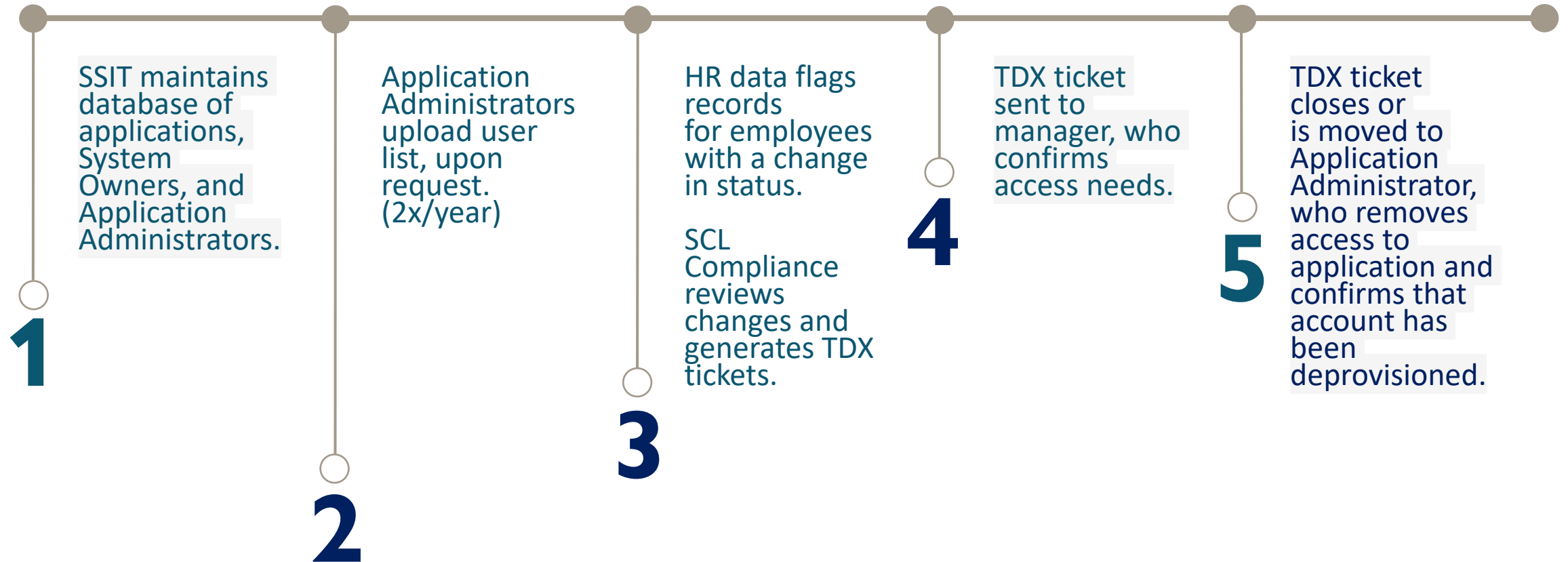
Role of Application Administrator

- Upload user account list upon request.
- Remove user accounts when no longer needed.

Role of Manager

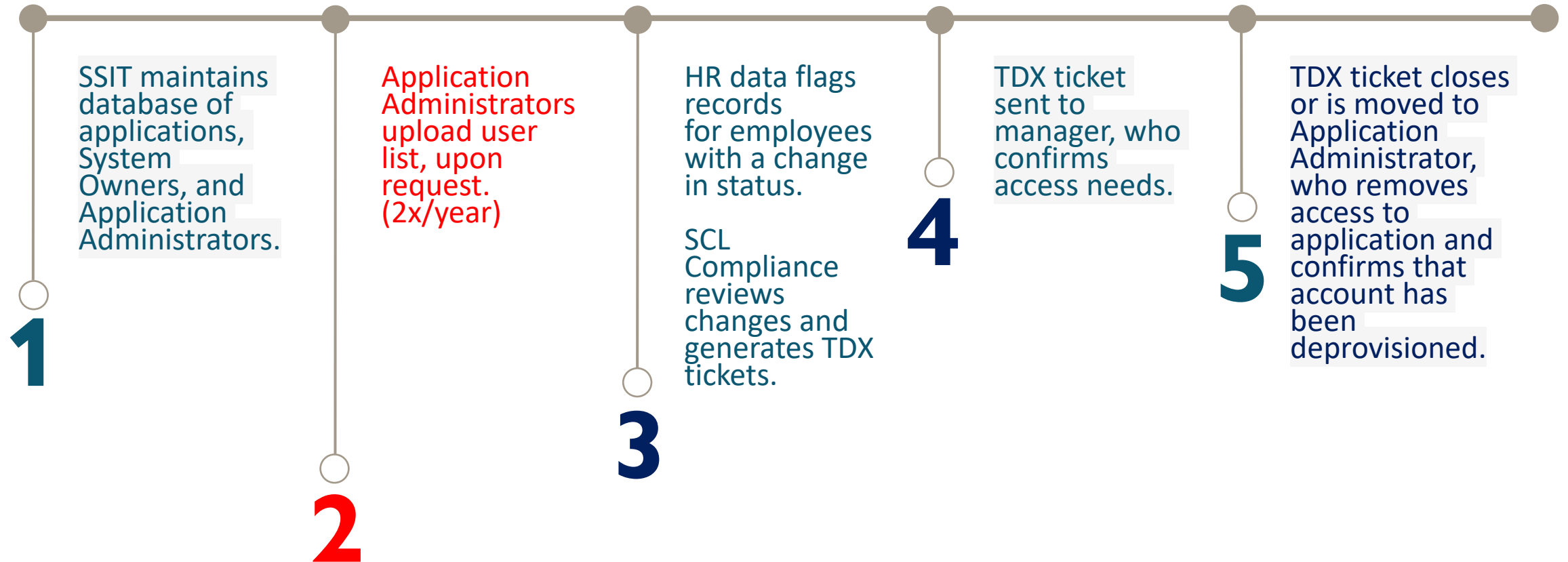
- Confirm access needs through timely responses to TDX tickets.

HOW THE PROCESS WILL WORK



STEP 2

FALL 2024 DEADLINE: WEDNESDAY, 12/4

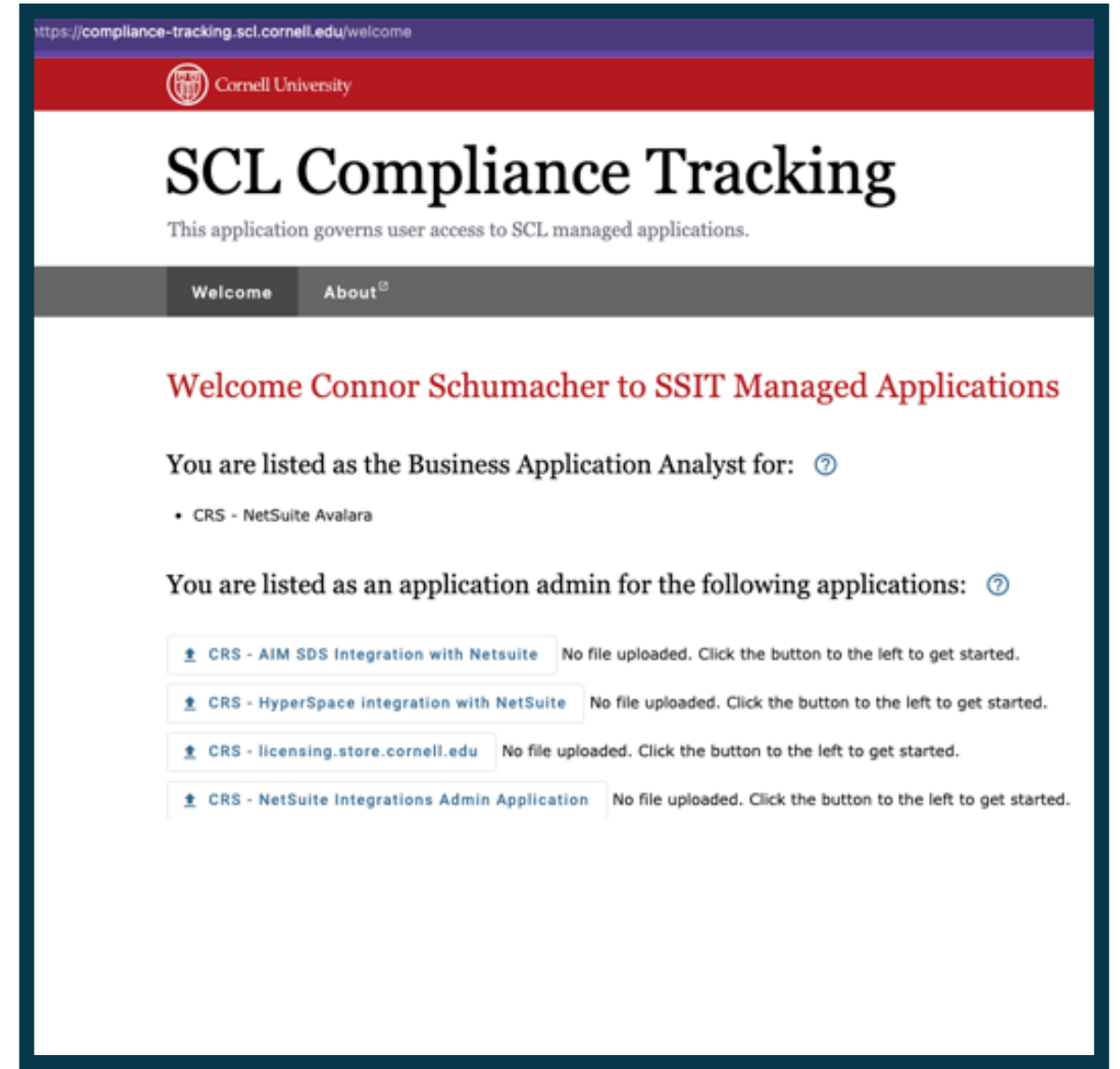


APPLICATION ADMINISTRATOR RESPONSIBILITIES

1. Access database through link included in request email.

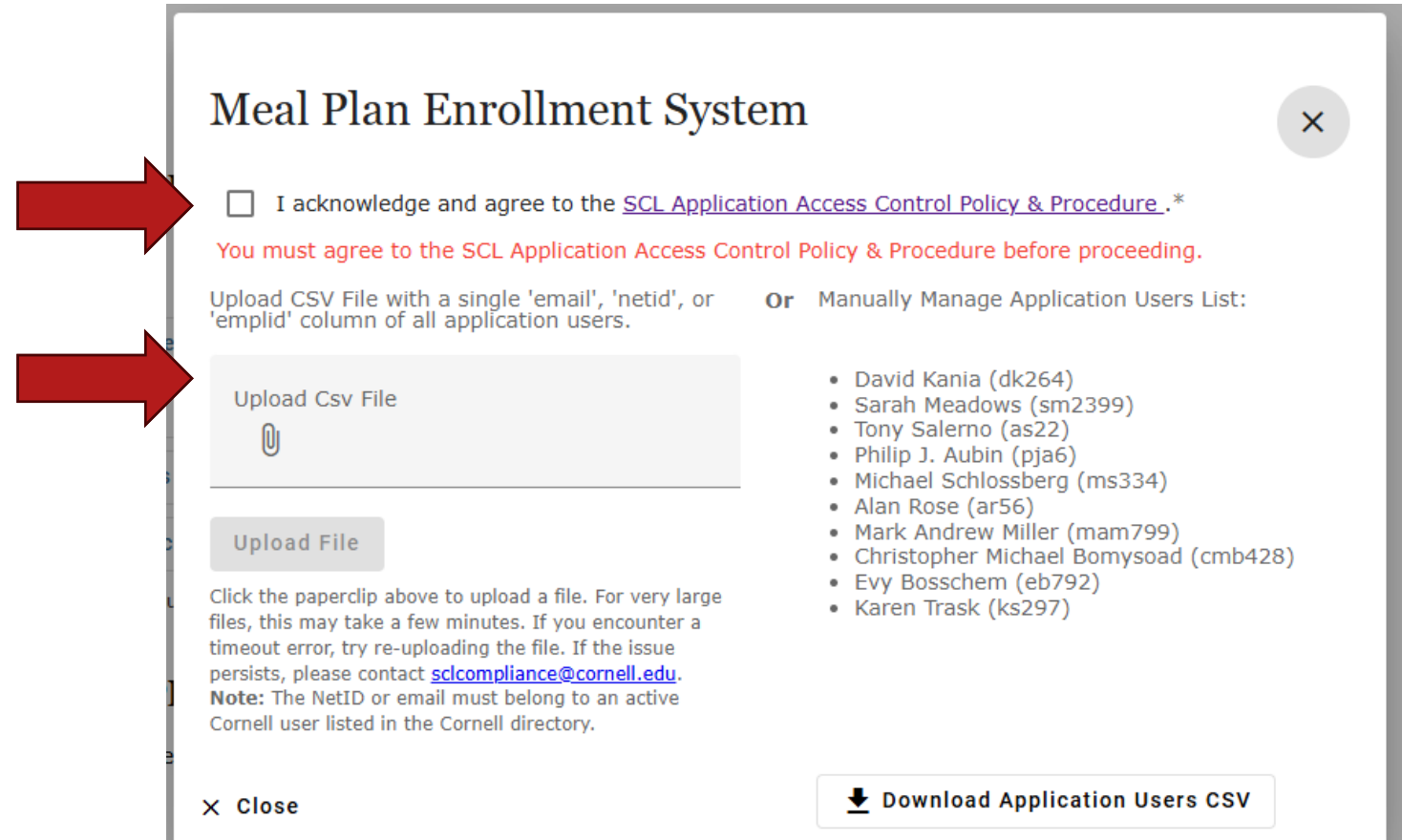
compliance-tracking.scl.cornell.edu/welcome

2. Select application



APPLICATION ADMINISTRATOR RESPONSIBILITIES

1. Acknowledge and agree to SCL Application Access Control Policy and Procedure included in request email.
2. Upload CSV File with a single 'email', 'netid', or 'emplid' column of all application users.



Meal Plan Enrollment System

☐ I acknowledge and agree to the [SCL Application Access Control Policy & Procedure](#).*

You must agree to the SCL Application Access Control Policy & Procedure before proceeding.

Upload CSV File with a single 'email', 'netid', or 'emplid' column of all application users. **Or** Manually Manage Application Users List:

Upload Csv File

Upload File

Click the paperclip above to upload a file. For very large files, this may take a few minutes. If you encounter a timeout error, try re-uploading the file. If the issue persists, please contact sclcompliance@cornell.edu.
Note: The NetID or email must belong to an active Cornell user listed in the Cornell directory.

- David Kania (dk264)
- Sarah Meadows (sm2399)
- Tony Salerno (as22)
- Philip J. Aubin (pja6)
- Michael Schlossberg (ms334)
- Alan Rose (ar56)
- Mark Andrew Miller (mam799)
- Christopher Michael Bomysoad (cmb428)
- Evy Bosschem (eb792)
- Karen Trask (ks297)

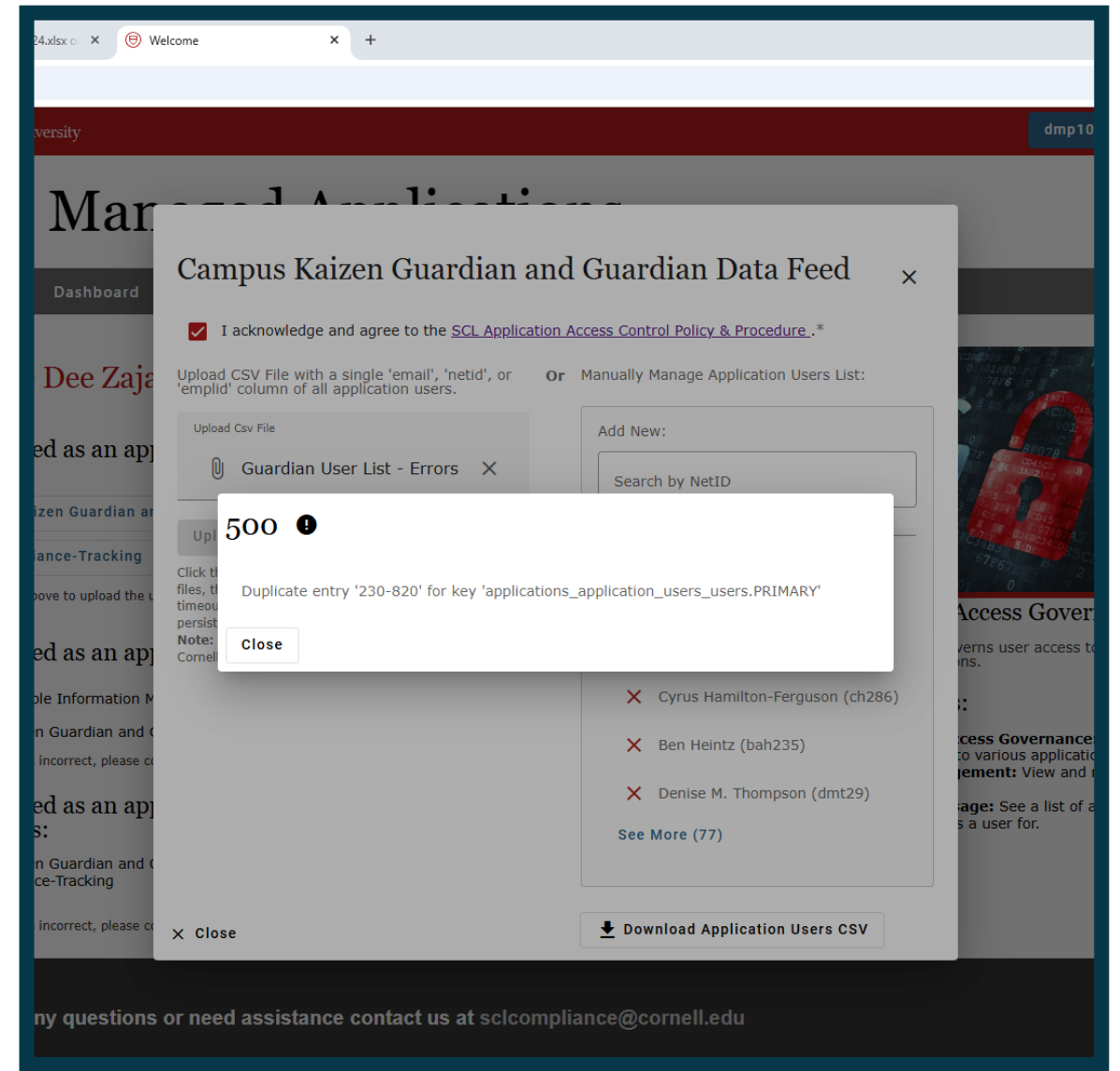
× Close

Download Application Users CSV

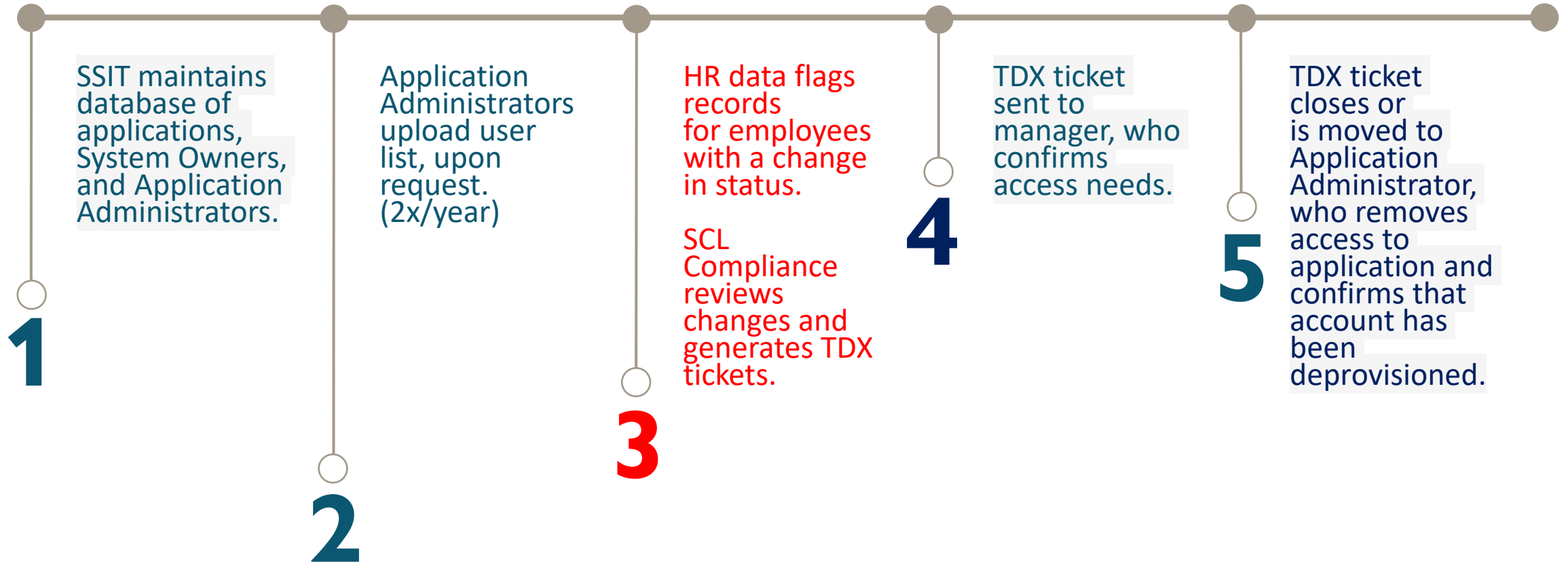
APPLICATION ADMINISTRATOR RESPONSIBILITIES

- An error message will appear if your list includes an invalid 'email', 'netid', or 'emplid'.

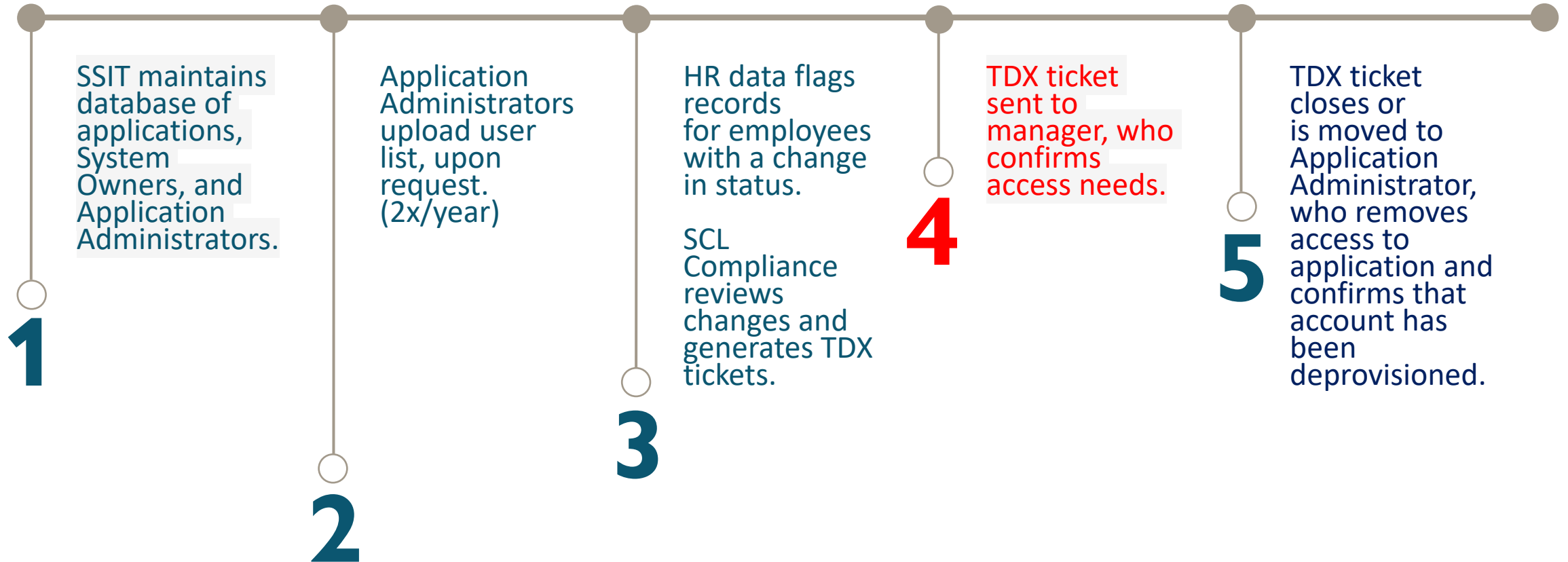
Confirm employee access needs by removing users no longer needing access before attempting to upload user list.



STEP 3



STEP 4



ROLE OF MANAGER



Review change in employment status by selecting link.



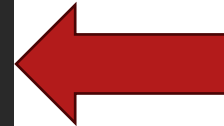
Ticket ID	1534213
Subject	
Ticket details:	Ben Heintz, It has come to our attention that bah235 has experienced a change in employment status that may impact their access needs for FSS - FoodService Mgmt System. As the listed supervisor of bah235, please use the link to keep or revoke their access. Thank you for your cooperation and commitment to this important initiative. Access Application Controls Team
Confirm access Step	To act on this step, use this link: 1534213 Workflow Step
Systems which need approval	FSS - FoodService Mgmt System
Supervisor	Ben Heintz (bah235@cornell.edu)
Cornell User Link	Click here (requires Cornell NetID login)



ROLE OF MANAGER



Review change in employment status by
selecting link.



Workflow Step Assignment

You,
As a Supervisor or System Administrator, you have been identified as needing to confirm access for the following employee: Person being removed: psw58.
Please follow the link below for Workflow Step Approval.

Workflow Step Approval	To act on this Choice step, use this link: Supervisor Confirm access Workflow Step
------------------------	---

Ticket details:

Ticket ID	1263212
Subject	Review Required: Access Review for Nathan Henry Harris Due to Workday Status Change
Original Ticket Description	FSS - FoodService Mgmt System
Requester	Philip Williammee (psw58@cornell.edu)
Cornell User Link	Click here (requires Cornell NetID login)
Support Staff Link	Click here (IT support staff use only)

MANAGER RESPONSIBILITIES

Confirm access needs.

Current Workflow Step

Service Request Details

Service Request

1263212: [Review Required: Access Review for Nathan Henry Harris Due to Workday Status Change](#)

Description

FSS - FoodService Mgmt System

Choice Step Details

Step

Supervisor Confirm access

Assigned To

[Philip Williammee](#)

Description

Confirm the employee listed in the description will still need system access.

✓ Keep Access

✓ Remove Access

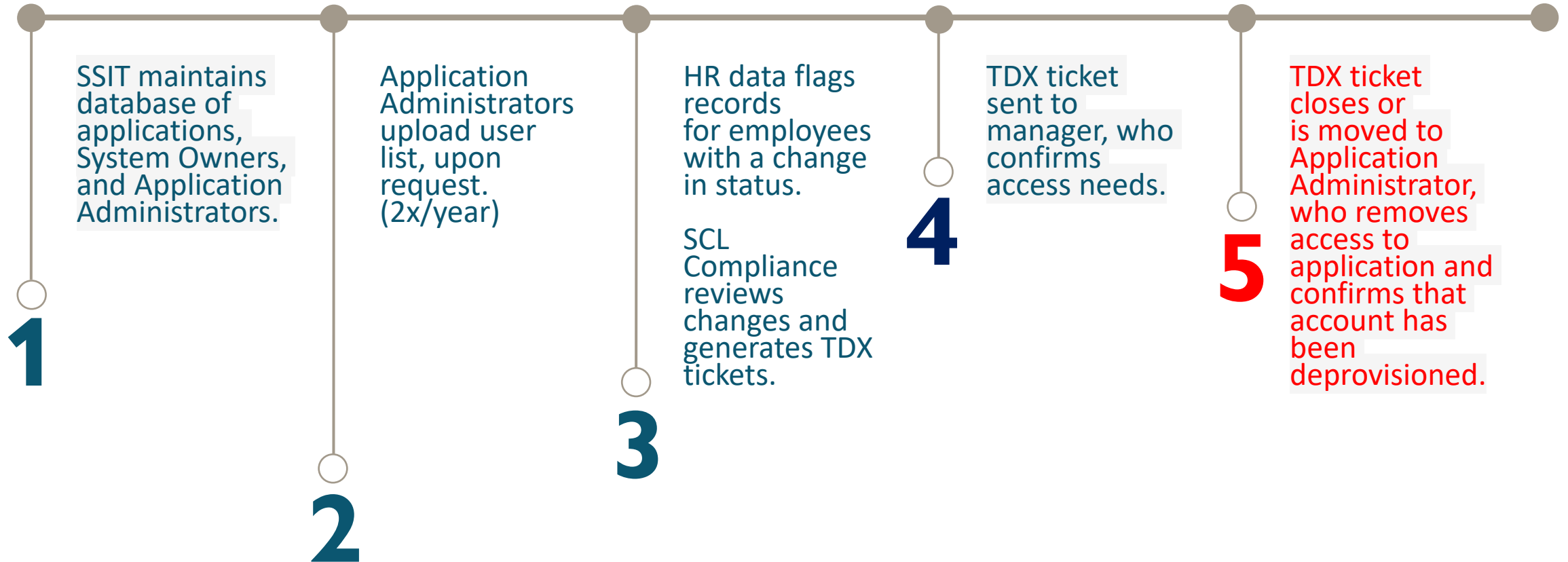
↻ Re-send Notification

Requestor

PW

[Philip Williammee](#)
psw58@cornell.edu

STEP 5



ROLE OF APPLICATION ADMINISTRATOR

Workflow

✖ Confirm Access workflow

[🕒 History](#) [👤 View Progress](#)

Current Activities (1)

Review Task for FSS - FoodService Mgmt System 📌

Ticket Task

SSIT - Business Application Support & Development / Philip Williammee

✔ Mark Complete

[🔄 Update](#) [✎ Edit](#) [🗑 Delete](#)

Remove account and select Mark Complete.

Resources

SCL Compliance website

(<https://confluence.cornell.edu/display/SCLIC/SCL+Applications+Access+Controls>)

SCL Compliance Team Email

(sclcompliance@cornell.edu)





THANK YOU

**STUDENT &
CAMPUS LIFE**