Process for requesting and updating security within ISRS (Uniface) and Web applications

Effective July 1, the process for implementing access to the various Uniface/Web applications will change. As a user, you will request security online and that request will be reviewed by the person or persons responsible for the authority over that area.

To access the security administration application, go to the following link:
https://admin.mnscu.edu/employeehome/
Click on the security administration link.
Enter your tech id and password – the notation relating to a STAR id is for the approval managers.

To view your current security, click on either Web or Uniface under Dashboard on the menu to access the page. Your current, pending and any future roles will display.

The first step in adding security is to find the web role or Uniface group that you want to add. Uniface refers to screens and reports that you must log in to ISRS to access; web refers to screens that you access over the web (currently term course, curriculum, eTranscripts, accounting.) Select either Uniface or Web from the dashboard menu. Expand the My Web Roles or My Uniface Groups Section. Select "Request Web Roles" or "Request Uniface Groups". Enter all or part of the Web Role/Permission name or Uniface Group/Screen number needed. Click the search button. Check the Role or Group needed. Click "Add Checked Web Roles" or Add checked "Uniface Groups".

The system will check if any of the roles/groups you have selected are incompatible with each other or with any existing roles or groups. If an incompatibility exists and it is not allowed, you cannot continue with adding the security. If the incompatibility is just a warning, you must enter a comment explaining the mitigating control that you have in place. See note below regarding mitigating controls.

 The system defaults the start date to the current date. The end date defaults to December 31 of the current year or the next year (if initiated after November 1). The system will verify that you do not already have that security. Click on save. The system will send an email to the approval manger so they are aware of the request. The request will show as pending until the approval manager approves or denies the request.

Removing security works in a similar manner – you will get a checkbox next to each role or group you currently have. Click the box for those you wish to remove. Once submitted, it will show as pending until the approval manager approves. Security is then removed at the end of the day the approval manager completes their portion.

If you have submitted a request that a manager has not yet acted on, you can delete the pending request. There will be a delete icon next to the pending request.

You can make a comment when requesting security until the request has been approved by accessing the view and edit comments page.

Note:
Incompatible Security – this is when granting a specific privilege(s) presents a risk to the College's internal control system and must be managed carefully. If there is a business reason to grant this, the College must have in place a way to prevent the risk (a mitigating control).

Mitigating Control – a process implemented at an Institution to mitigate the risk associated with an incompatible security.   You will need to work with the approval manager on this as these are specific to the various roles.