MVECA USER ACCESS

Keeping your data secure

AGENDA

- MVECA's user access request form

- USAS
  - Identifiers
  - Adding security profiles for USAS users (USASEC)
  - USASWEB Preferences (USASCN/OPTSCN)
  - IMPERSONATE
  - USASDW access

- USPS
  - Identifiers
  - USPSDAT/USPCON

- FISCWEB report of all district users – MVECA'S audit

- Password Resets

- New helpdesk

MVECA USER ACCESS REQUEST FORM

- Required for all user accounts

- 8 page document with instructions and established policies
  - Instructions
    - Required signatures
    - Fax or scan and attach to email
    - Allow 5 business days of receipt of properly completed form
    - Login information for the new user will back to the Treasurer's Office staff that sent the request form
      - Tech staff is not given the password of the new user without the Treasurer's authorization

- NEW and IMPROVED
  - Available from the fiscal main webpage or Who We Are/Governance/Other MVECA Documents page
  - Type in fields, check marks, save and print for signatures

MVECA USER ACCESS REQUEST FORM

MVECA Authorized Account Application
Revised 3/2015

First Name	Middle Initial	Last Name	Work Phone	Extension

Job Title	Called Name

School District	School Building

Supervisor's Name	Supervisor's Title	New User District email address

Type of Request

☐ New Account	☐ Update	☐ Deletion

Current Username:	

- Complete the new user profile information

- NEW-district email address

- Check the Type of Request
  - New
  - Update
    - Supply username
  - Delete
    - Supply username

MVECA USER ACCESS REQUEST FORM

Required Signatures
This form cannot be processed without the appropriate signatures.

		Date:
Applicant:	x	
Immediate Supervisor:	x	Date:

For access to Fiscal Area, Treasurer's signature is required:

		Date:
Treasurer:		

For access to Staff Area, Superintendent's signature is required:

		Date:
Superintendent:		

Statement of Need (next page)
Please check all items you will need
Full Access allows the user to modify, display, delete and add
Read Only Access allows the user to read but will not allow modification in any way
<u>Both full and read only access for the Fiscal Area requires the Treasurer's signature</u>
<u>Both full and read only access for Staff Area requires the Superintendent's and/or Treasurers signature as noted.</u>

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- Added additional clarification

- Treasurer's signature is required for access to the FISCAL are checked

- Requests for access to the Personnel data requires the Superintendent's signature

- Fill in all field requirements except signatures (including page 8) print, get signatures, scan, attach to an email to fiscal @mveca.org

MVECA USER ACCESS REQUEST FORM

- The second page tells us what access to grant to the new user

FISCAL AREA		
Full Access		**Read Only**
☐	USAS Accounting	☐
☐	EIS – Equipment Inventory	☐
☐	USASDW	
☐	Requisition Only	
☐	Monthly CD	
☐	USAS Group Manager	

Check the box for full or read only USAS Access
- NEW- Inquiry changed to USASDW
- NEW- Requisitions changed to Requisition Only
- NEW- Check box for USAS Group Manager
- Add the name of the fiscweb group as it appears on your fiscweb webpage

FISCWEB Group: _____

MVECA USER ACCESS REQUEST FORM

- Check the box for Full or Read Only USPS access
  - New- additional instruction about what signatures are required for each USPS access
  - New- USPS Group Manager check box
- New area added for the username of a terminated employee
  - Add a date to disable the user account
- Instead of checking the boxes you can add a username that currently has the access that the new user needs

STAFF AREA		
Full Access		**Read Only**
☐	USPS – Personnel (Superintendent sign)	☐
☐	USPS Payroll (Treasurer sign)	☐
☐	Payroll CD (Treasurer sign)	
☐	EMIS Only (Superintendent sign)	
☐	USPS Group Manager	

Replaces username _____   Disable date _____

Use same access as user_____   _____

MVECA USER ACCESS REQUEST FORM

- EMIS Reports are copied to the MVECA0 server and therefore requires a user account to access
  - Reports that come from ODE
- EMAIL Lists
  - Subscribes user to the email distribution list
  - Treasurer and EMIS are used statewide
  - USAS and USPS are MVECA users only

Miscellaneous Access			EMAIL Lists	
Full Access				
☐	EMIS Reports		☐	USAS
			☐	USPS
			☐	Treasurer
			☐	EMIS

USAS READ ONLY

USAS Read Only OECN_USAS_RO Generate the following reports *DOES NOT use USASEC account filters		
ACCSTS	CHEKPY*	REVSUM
ACTBAL	FINDET	REVWRK
ACTRPT	FINSUMM	SM-12
ALLSUM	INVLST	TRNLED
APPLED	OPULST	USAS_DTR (all reports)
APPSUM	PAYABL	
APPWRK	PODETL	USASFF
AUDITS	POINFO*	USASLM
BUDLED	POSUMM*	VENDOR1*
BUDSUM	RECLED	VENDOR2*
BUDWRK	REQDET/REQSUM	VENDORS*
CHECK1*	(USERS REQS ONLY)	VENLST*
CHECKS*	REVLED	

USAS READ ONLY

Green Screens	USASWEB	Access Level
USASCN/ACTSCN	All Account Queries	View Only for USASEC account filters only
USASCN/BRDRET		Execute
EIEIO	USASDW for USASEC account filters only	View Only for USASEC account filters only
USASCN/HISTSCN		View Only for USASEC account filters only
USASCN/OPTSCN	Configuration/ Preferences	Execute/change for self only
USASCN/POSCN	All PO queries	View Only
USASCN/REQSCN	All Requisition Functions	Execute for USASEC account filters only for user's reqs only
USAS/USAS_DTR		Generate all reports for all options

USAS FULL ACCESS
OECN_USAS

- Able to access most USAS programs and operate most of the standard features/functions **<u>excluding</u>** the following:
  - ARF
  - ARF UDMS
  - ARRPT
  - EIEIO FOR BARQ
  - OPUEDT
  - SETBAL
  - USACON – VIEW ONLY RIGHTS
  - USASEC – VIEW ONLY RIGHTS

USAS GROUP MANAGER
OECN_USAS_GM

- Able to access most USAS programs and operate most of the standard features/functions along with the following additional functions:
  - USALOAD/ACCLOAD and VENLOAD
  - SETBALL
  - OPUEDT
  - USACON
  - USASEC
  - IMPERSONATE
  - Add and/or update User Preferences in USASWEB for users

- Restricted from ARF programs

USAS ACCOUNTS RECEIVABLE OECN_AR, OECN_AR_RO

- Access to all Accounts Receivable Facility (ARF)
  - Read-only users are restricted from creating ARF profiles
  - Either identifier has access to ARF_UDMS, ARRPT and EIEIO/BARQ

DISTRICT RESPONSIBILITY
USASDAT/USASEC

- After the user account is added and the access granted, the district can further define the user's access by creating a USASDAT/USASEC security profile

```
Find:        _____

Username:  DEFAULT_____          Inherit from:  _____

Add or Modify Vendors         : N
Modify Invoice-to Address     : N
Allow Negative Budget         : Y
Allow Negative Appropriation  : W
```

- A DEFAULT security profile is needed. If no default record is defined, read-only users may add/modify vendors.

USASDAT/USASEC

- Add or Modify Vendors – Y/N

- Modify Invoice-to address – Y/N

- Allow Negative Budget – Y/N/W
    - Y = The budget accounts will be allowed to go negative for this username when creating a req (if tracking req amounts) or PO. Please note that there is no warning message(s) during validation. The accounts will be automatically posted.
    - N = The budget accounts will not be allowed to go negative for this username when creating a req (if tracking req amounts) or PO. The warning message(s) will be displayed listing the accounts that have been affected, but the username will not be allowed to continue posting the requisition/purchase order.
    - W = Warning: The username will receive a warning that the budget accounts will go negative, but will allow posting to continue in REQSCN/POSCN/USASWEB.

USASDAT/USASEC

- Allow Negative Appropriation – N/W (checks for a negative unencumbered balance)
  - W = Warn: POSCN and REQSCN and USASWEB will give a warning and WILL allow the purchase order or requisition to be processed if the user chooses to continue.
  - N = No: POSCN and REQSCN and USASWEB will give a warning/error and will NOT allow purchase orders nor requisitions to be processed. If you choose to continue, you will get an error saying the PO/REQ could not be posted.

USASDAT/USASEC

- Negative balance checking
  - Account records contain an option to allow balance checking to be bypassed on specified accounts. Cash accounts may be set up to allow associated appropriation and budget accounts to exceed balances.

    Bypass Approp/Budget balance-checking: N

Bypass Approp/Budget balance-checking	No

  - Likewise, appropriation accounts may be flagged to allow associated budget accounts to exceed balances. Only those accounts would be allowed to go negative while all other accounts would generate an error when posting requisitions and purchase orders.

    Next FY Proposed:
    Bypass Budget balance-checking: N

Bypass Budget balance-checking	No

USASDAT/USASEC

- Inherit from
  - Allows the user to inherit the access from another user
    - If the access is the same as another user, add that username in the Inherit from field
  - Allows the user to inherit the access from a generic user (the user account doesn't exist in the system)
    - If groups of users have the same access, add a generic user with the access needed and have all other users inherit that user profile
    - Example: Librarians, Clerks, Building name

```
Username:  LIBRARIANS_____          Inherit from:  _____

Add or Modify Vendors        : N
Modify Invoice-to Address    : Y
Allow Negative Budget        : N
Allow Negative Appropriation : N
```

```
Username:  SP_BBENDURE_____          Inherit from:  LIBRARIANS_____

Add or Modify Vendors        : _
Modify Invoice-to Address    : _
Allow Negative Budget        : _
Allow Negative Appropriation : _
```

USASDAT/USASEC

- Account filters
  - Add to the generic user account if applicable

- If no entries are made in the {{[Account Filters] option, access will be granted to all account codes.

- If one or more account codes is entered in the [Account Filters] option, access is denied to all other codes that were not entered.

- If two or more account codes are entered, USASEC will use the first matching account code entered to determine the access level. Thus if similar account codes are to be entered in the [Account Filters] option, the more specific account codes should be entered before the generalized account codes.

- If the account security filters in USASDAT/USASEC are already set up for a particular username, the ACTSCN program will assume that there is no access for any accounts until the new flags are filled in with Y or N on the USASEC account filter screen. This will cause ACTSCN to appear with a blank screen and the message "End of file reached".

- If a name has been entered in the "INHERIT" field and no account filters are entered for the username, it will use the account filters from the "Inherit" from username's record. Any account filters added will override any that may have been inherited. A warning message will appear at the bottom of the screen in the modify or add mode alerting you of this.

USASDAT/USASEC

```
Username:   LIBRARIANS
  (ACCOUNTS)
 READ MOD ADD REQ POS              TI FND FURC OBJ SPCC SUBJCT OPU IL JOB
1  Y    N   N   Y   N              02 001 2222 *** **** ****** *** ** 000
2
3
4
5
```
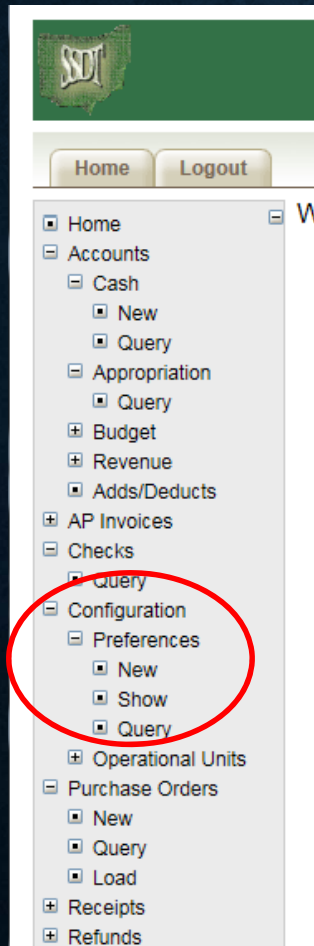
USASWEB/PREFERENCES

User Preferences

New	Modify	Delete

Requsition & Purchase Order Options			
User Name	DINNEN		
Default Deliver-to Vendor	0		
Delete Req or Set Posted	Set_To_Posted	**Purchase Order Date Default**	Today
Use User highest Requisition	User	**Use District/User highest PO**	District
User highest Requisition#	MVB0008	**User highest PO#**	0
Always use highest Req#	Yes	**Always use highest PO#**	No

- Click Show to see your own preferences
- Click Query to see and modify other user's preferences

USASCN/OPTSCN

```
REQSCN/POSCN options:

 Default Deliver-to Vendor    : ▊_____

 Delete RQ or set posted (D/P): D      Print PO overflow page (Y/N/C): Y

 Item balance warnings (Y/N) : N       Account display option        : C

 Purchase Order date default : A       Post/Post and Print default   : B

 Use User highest Requisition : N      Use District/User highest PO  : D

 User highest Requisition #   : _____  User highest PO number      : _____

 Always use highest Req #     : N       Always use highest PO number : N



OPTSCN - USASCN User Preference Options
 (Re) Modify
  F7  Help
  F9  Do not modify
 ^S4  Switch
```

IMPERSONATE

- Available from the Green Screens only

- Requires Group Manager privileges

- Type impersonate at the menu prompt

- Enter the username that you want to check

- Enter option 3 to exit the impersonate menu

- The menu prompt will display the username

```
This procedure allows you to impersonate the security
settings of any user.  Once you are impersonating
a user, their USASDAT/USASEC security settings will
be used for security checking until you cancel the
impersonation or log out.


Do you want to:

   1. Impersonate another user's security profile
   2. Cancel an existing impersonation
   3. Exit

Option: 1


Enter the username that you want to impersonate:
```

```
Menu: MAIN (Ohio Education Computer Network/Main Menu)
Menu[GCB_CARLEDGE]> █
```

- When testing is complete, type impersonate again and click option 2 to cancel.

USASDW USER ACCOUNTS

- USASDW is not on MVECA0 server. It's on the DSL server.
  - Login is different than MVECA0 – we try to keep the same username but password is different
  - Same as
    - DASL
    - MVECA exchange email
    - Data Collector
  - Uses our Active directory
  - Someone from fiscal adds the user account
    - MVECA IT makes the connection in active directory
    - Password questions should be sent to helpnetwork@mveca.org

USASDW ACCESS

- Uses USASDAT/USASEC account filters

- Additional access to queries can be limited to the following categories:

Accounts	Transactions	Vendors	Requisitions	Accts Rcvbl
Yes	Yes	Yes	Yes	Yes
Yes	Yes	Yes	Yes	Yes

- The MVECA0 user access form only shows full access. If you want something different, please write-in

USPS PERSONNEL
READ ONLY - OECN_PPS_RO
FULL ACCESS – OECN_PPS

- Required for Payroll staff to see the EMIS elements in green screens

- PPS identifiers are usually given to HR and/or EMIS Coordinators

- PPS Read only can view the following programs and full access can modify

Green screens	USPSWEB
USPSCN/DEMSCN	Employee (identifiers, address and EMIS fields)
USPSCN/POSCN	Job (EMIS fields)
	Date Codes
	Employee Dates
USPSCN/ATDSCN	Attendance
USPSCN/UPDCAL_FUT	UPDCAL-FUT
USPSCN/BENSCN	Benefit
	Utilities

ADDITIONAL PPS ACCESS

- USPSDAT/USPCON
  - Post to payroll
    - Y = Allows PPS user to post attendance
    - N = Disallows PPS user to post attendance
  - Current/Future
    - C = Allow PPS user to post to UPDCAL/Current
    - F = Allow PPS user to post to UPDCAL/Future
    - B = Allow PPS user to post to both UPDCAL/Current or Future

```
ATDSCN Flags:
  Post to payroll: Y
  Current/Future : B
```

USPS READ ONLY
OECN_USPS_RO

USPS Read only Green Screens
BRWSCN
BIOSCN
BENSCN
JOBSCN
PAYSCN
DEDSCN

- USPS Read Only users can view all employee data in USPSWEB – including the EMIS related fields and UPDCAL

USPS FULL ACCESS
OECN_USPS

- Run all USPS reports

- Read and Update USPSCN programs

- Execute all USPS payroll processing commands

INICAL

CALCPAY
CHKPRT
CHKUPD
PAYDIR
BRDDIS
PAYDED
RETIRE

STRS_SEND
STRSHSEND
LEVPRO

USPS GROUP MANAGER
OECN_USPS_GM
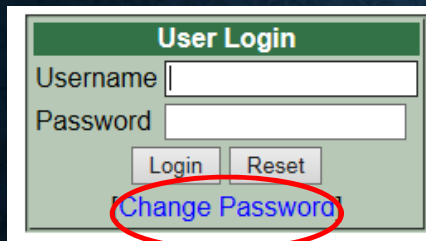
- USPLOAD access
  - Beware - No validations and no projection mode

- USPSDAT/USPCON
  - Modify options

MVECA INFO FISCWEB
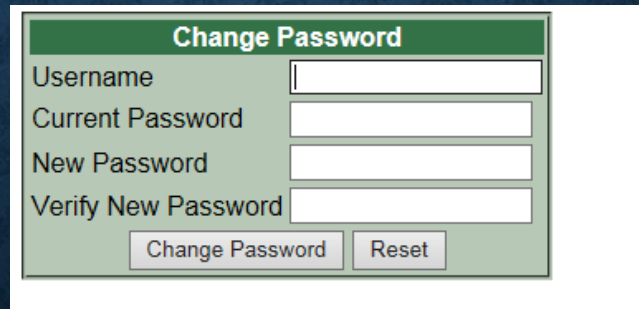
- Must have the district identifier to login to this fiscweb group
  - i.e. nw_fiscweb_mveca
- USER_ACCOUNTS report
  - I_LASTLOGIN – last interactive login using Reflections
  - N_LASTLOGIN – last network login from web
  - P_PWDDATE – last date password changed
  - "*" = disabled user account
  - Lists all current identifiers
- Review annually, upon Gary's request
  - Auditors check to see if we have we have made the request and the responses

PASSWORD RESETS

- MVECA0 passwords expire every 90 days
    - Users should add a calendar event to go to the change password link in 80 days from the reset to keep the account active
    - Change password link in the web logins
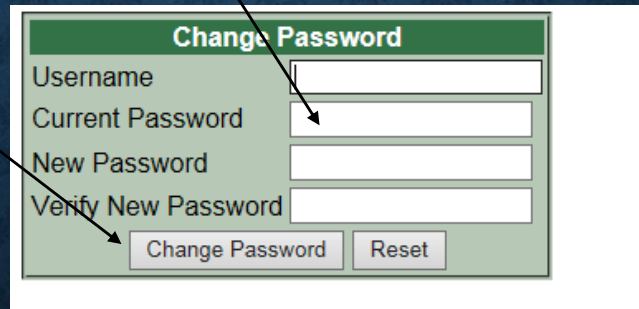
PASSWORD RESETS

- MVECA0 passwords must be reset by MVECA
  - Reset to a temporary, pre-expired password
  - Must be changed to something not used before
  - Click CHANGE PASSWORD (Reset clears the fields in this window to start over)

NEW HELPDESK

- Discontinuing use of Unicenter ServiceDesk statewide

- Moving to Cherwell

- If you want to enter a ticket write helpfiscal@mveca.org