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PURPOSE

The purpose is to outline the procedure of managing access to Arizona Western College's (AWC) primary administrative information system, Colleague.

PROCEDURE

1. Definition

    Colleague Access is the ability for college employees or authorized consultants to use Colleague, the primary administrative information system of the college, to carry out the business of the college.

    Colleague Steward is a person designated by the President's Cabinet to manage Colleague security definitions and software update testing for their business areas. Appointments are based on their overall business process knowledge, Colleague module knowledge, and data security and integrity responsibilities. See Appendix A for positions responsible for Colleague Stewardship.

    Pre-Approved Role is a security definition pre-determined and approved by the appropriate Colleague Steward, based on a specific job function or position. As such, additional approval is not required for individuals meeting the requirements of the pre-approved role.

2. Authority

    Colleague UI Access is controlled through the application of security classes and Colleague Users Active Directory group membership. Access definitions are created by Colleague Stewards, and maintained by Enterprise Applications; security assignments are based on pre-approved roles or individual access requests approved by Colleague Stewards and administered by Enterprise Applications. User supervisors may request access through the use of the form for initial or subsequent Colleague UI access. Access will be managed as appropriate to the individual's role within the College, per the procedure defined below.

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3. Granting Colleague Access
   3.1. Requests for access to Colleague processes and forms will be submitted by an employee's supervisor, using the Colleague Access Request Form. Access is granted based on pre-approved roles or defined classes, and not by individual Colleague mnemonics (form names, acronyms).
   3.2. Access to pre-approved roles, when defined, will be reviewed to ensure that the individual's position meets the standards defined for the role.
   3.3. Where there is not a defined pre-approved role, Colleague Stewards are responsible for reviewing the access requested, suggesting or describing modifications to the request, and approving the access.
   3.4. Once all required approvals have been obtained or validated, Enterprise Applications will apply the confirmed Colleague access and inform the requesting supervisor, cc: the employee for whom access has been granted.

4. Modifying Colleague Access
   4.1. All requests to modify existing Colleague access granted to an employee will be submitted using the Colleague Access Request form, indicating the required access to be changed (added, removed).
   4.2. Changes to Colleague access may be initiated by the employee's supervisor, based on changes in job duties, or by Colleague Stewards, based on new procedures or enhancements implemented.
   4.3. All modifications (additions, deletions) to Colleague access initiated by Colleague Stewards will require the permission of the supervisor of the individual whose access will be changed, to keep supervisors informed of the changes in responsibilities of their employees.
   4.4. Approvals for the addition of access will follow the same requirements as outlined above for Granting Colleague Access.

5. Terminating Colleague Access
   5.1. Colleague access will be terminated by Enterprise Applications based upon notification from Human Resources that an individual is no longer an employee of or authorized consultant working for the college.
   5.2. Colleague access may also be terminated by Enterprise Applications through notices received from Human Resources of a transfer to a position whose responsibilities require different access within Colleague. In such cases, the supervisor of the position to which the

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employee transferred will be responsible for requesting appropriate access for that employee.

    5.2.1. Supervisors of the vacated position should ensure that the access to data and processes is promptly removed, for data security reasons. Former incumbents should <u>not</u> retain access once they have left the position.

5.3. Colleague access may also be terminated for inappropriate use of Colleague and/or the data to which an individual has access, as determined by HR and the Chief Information Officer.

5.4. Removal from the Colleague Users Active Directory group will also prevent AD-authenticated login to Colleague.

6. Inactive Colleague Accounts

    6.1. Inactive accounts, defined as a UI account not demonstrating use in Colleague for ninety (90) days, may be prevented from accessing Colleague. Reactivation of Colleague access will require a new request to be submitted from the employee's supervisor.

7. Access Review

Colleague user access must be reviewed at least annually for changes in job functions that would necessitate a change in access. The Director of Enterprise Applications will make current access lists available to Colleague Stewards and supervisors for review and confirmation of needed access.

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Appendix A: Colleague Steward Areas of Representation

Security access to the Colleague modules listed below will be maintained by the position noted or designee, as approved by Cabinet. Modules not listed will be managed by the Director of Enterprise Applications until an otherwise appropriate steward is appointed to manage the processes and access.

Module (Colleague Application)	Steward Responsible
AC – Academic Records (ST)	Registrar
AE – Activities and Events (Core)	Director of Enterprise Applications
AM – Recruitment Admissions (ST)	Registrar
AP – Accounts Payable (CF)	Assistant Controller
AR – Accounts Receivable (ST)	Accounts Receivable Supervisor
BU – Budget Management (CF)	Assistant Controller
CC – Communications Management (Core)	Director of Enterprise Applications
CFS – Colleague Financials Setup (CF)	Director of Enterprise Applications
CO – Campus Organizations (Core)	Director of Enterprise Applications
CR – Cash Receipts (ST)	Accounts Receivable Supervisor
CS – Core Setup/Utilities (Core)	Director of Enterprise Applications
CU – Curriculum Management (ST)	Director of Curriculum, Assessment & Scheduling
DA – Degree Audit (ST)	Director of Curriculum, Assessment & Scheduling
DM – Demographics (Core)	Director of Institutional Effectiveness and Research
EA – Employment Actions (HR)	Benefits Manager
EC – Ecommerce (Core)	Director of Enterprise Applications
ELF – Electronic File Transfer (Core)	Director of Enterprise Applications
ER – Employee Labor Relations (HR)	Benefits Manager
FA – Financial Aid (ST)	Director of Financial Aid
FI – Faculty Information (ST)	Director of Institutional Effectiveness and Research
FP – Facilities Profile (Core)	Director of Curriculum, Assessment & Scheduling
FRP – Federal Reporting (ST)	Director of Institutional Effectiveness and Research
FRX – Financial Reporting Export (CF)	Director of Enterprise Applications
FX – Fixed Assets (CF)	Assistant Controller
HD – HR Data Marts (HR)	Benefits Manager
IN – Inventory (CF)	Assistant Controller
OR – Organization Info (Core)	Director of Enterprise Applications
Module (Colleague Application) [Continued]	**Steward Responsible [Continued]**

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PA – Projects Accounting (CF)	Assistant Controller
PC – Position Budgeting (HR)	Benefits Manager
PE – Personnel (HR)	Benefits Manager
PH – Process Handler (Core)	Director of Enterprise Applications
PR – Payroll (HR)	Payroll Manager
PU – Purchasing (CF)	Director of Purchasing
R25 – Resource 25 Interface (ST)	Director of Curriculum, Assessment & Scheduling
RL – Residence Life (ST)	Director of Residence Life
S25 – Schedule 25 Interface (ST)	Director of Curriculum, Assessment & Scheduling
SC – Scheduling (Core)	Director of Curriculum, Assessment & Scheduling
SDU – Student Database Utilities (ST)	Director of Enterprise Applications
SL – Surveys (Core)	Director of Enterprise Applications
SRH – State Reporting (HR)	Payroll Manager
SSS – Student Support Setup (ST)	Director of Enterprise Applications
SV – Staff/Volunteer Info (Core)	Director of Enterprise Applications
WB – Web Admin Support (ST)	Director of Enterprise Applications
UT – Utilities Application (All Modules)	Director of Enterprise Applications
XAWC – AWC Custom Reports	Director of Enterprise Applications