

**SUBJECT:** ITS Administrative Services Campus Security Guide Available

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**ANNOUNCEMENT**

ITS Administrative Services has prepared a *Campus Security Guide* to familiarize institutions with PeopleSoft Financials security best practices. This guide contains campus security tools, processes, and queries that will assist identification of potential audit issues. This guide is posted as a zip file on the GeorgiaFIRST website and contains the following documents:

- GeorgiaFIRST PeopleSoft Financials Campus Audit Packet
- Local Security Administrator Responsibilities
- Model Change Request Form
- Model Change Request Process
- Checklist for Audit
- Segregation of Duties (SOD) Matrix

Access the *Campus Security Guide* directly on the Security Job Aids and Reference Documentation webpage on the GeorgiaFIRST website: [http://www.usg.edu/gafirst-fin/documentation/job\\_aids/category/security](http://www.usg.edu/gafirst-fin/documentation/job_aids/category/security)

The contents of the *Campus Security Guide* will be covered in detail at the upcoming GeorgiaFIRST Security Workshop on May 9<sup>th</sup>-10<sup>th</sup>, 2012. **Please note: no more seats are available for this workshop**, but those wishing to be added to the waitlist in case space does become available may do so through the online registration site at <http://securityworkshop.eventbrite.com/>. You will be notified individually if space becomes available and you are cleared for registration.

Users who have questions about PeopleSoft security practices are encouraged to submit a helpdesk ticket via the link or e-mail address below.

**MORE INFORMATION AND SUPPORT**

For business impact emergency issues, contact the ITS Helpdesk immediately at 706-583-2001 or 1-888-875-3697 (toll free within Georgia). For non-urgent issues, contact the ITS Helpdesk via the self-service support website at [http://www.usg.edu/customer\\_services](http://www.usg.edu/customer_services). (This service requires a user ID and password. E-mail [helpdesk@usg.edu](mailto:helpdesk@usg.edu) to obtain self-service login credentials.)

**ADDITIONAL RESOURCES**

For information about ITS maintenance schedules or Service Level Guidelines, please visit <http://www.usg.edu/oiit/policies>. For USG services status, please visit <http://status.usg.edu>.