

Preparing for 2013 IT Audit

Shelia Sloan and David Nisbet

March 28, 2013

Wimba Housekeeping

- Submit questions via chat function to “Main Room”
- We may hold some questions to the end of the session

Agenda

- Audit 2013
- New User Setup/Documentation
- Terminated Users
- Review of Current Users
- Security Controls/Process
- Q&A

Audit 2013 Overview

- Begins around May 1st each year for about 5 weeks
- Auditors run queries against PRD to validate users and database integrity.
- They provide the Financial auditors with a recommendation of whether or not the database is reliable.
- Auditors look for policies, procedures and evidence that those policies/procedures were followed.

How to Prepare for Audit 2013

- Gather policies/procedures and documentation prior to the auditor engagement
- Review users and ensure that their access is appropriate and well defined
- Ensure that no terminated users have access to the system
- Ensure that for active users there are no segregation of duties

Audit 2013 ITS Activities

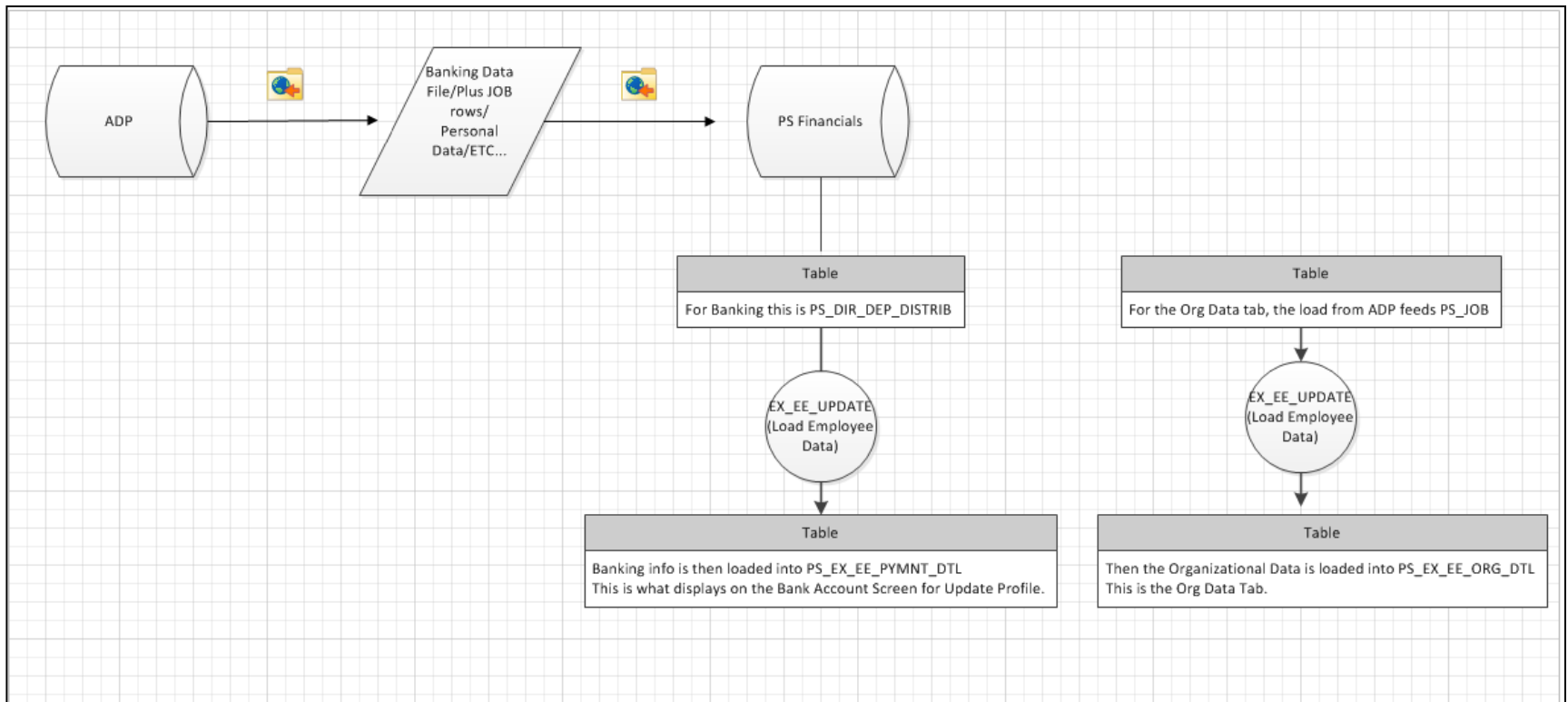
- Monthly queries to review user access, terminated users, and SciQuest access
- Annual review of all active users to ensure job functions have not changed

Let's Review User Access and Setup

New User Setup/Documentation

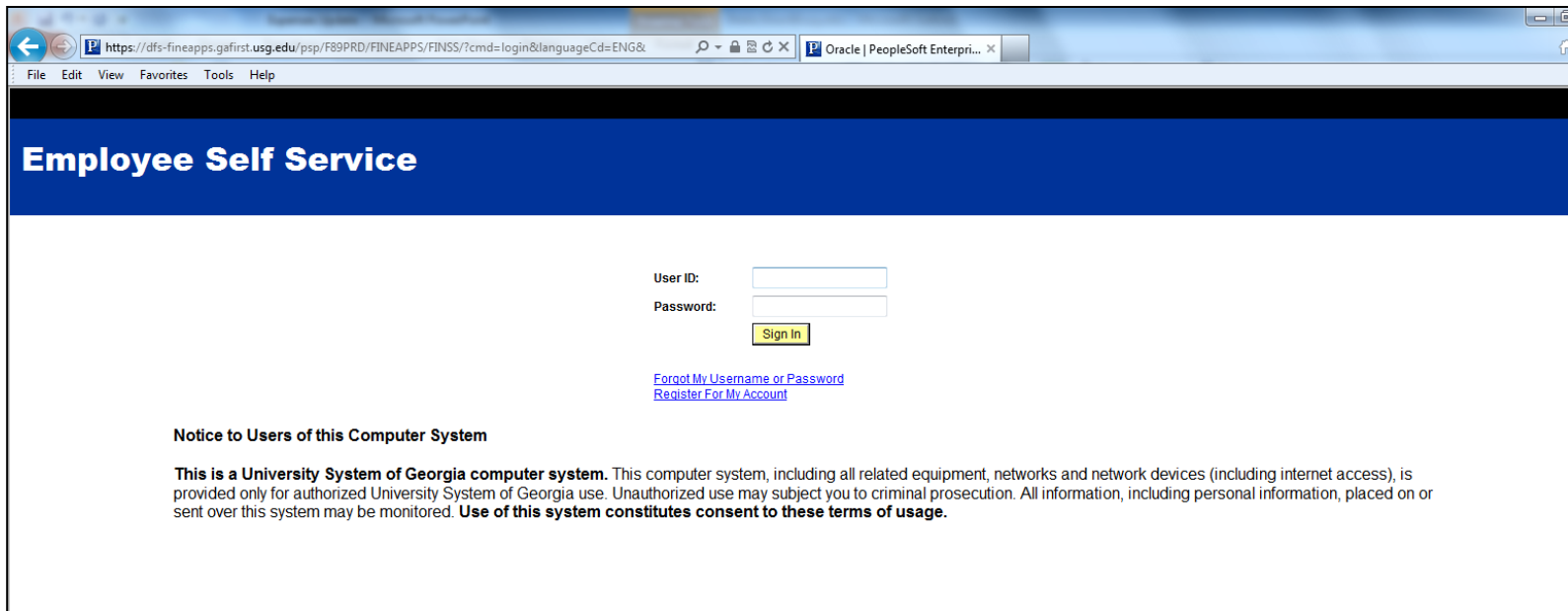
- Self Service Registration vs. Manual
- Documentation/Process
- Approvals
- Training

Feed from ADP



Registering for a User ID

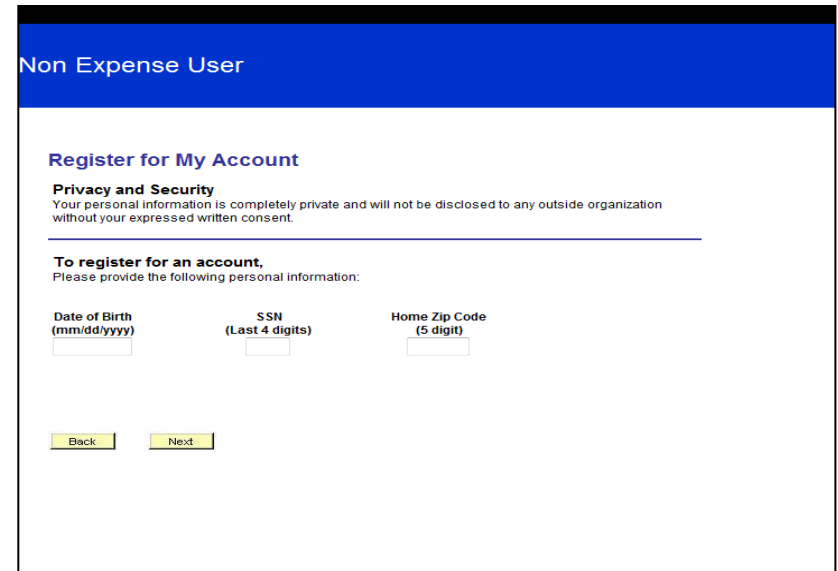
https://dfs-fineapps.gafirst.usg.edu/psp/F89PRD/FINEAPPS/FINSS/?cmd=log
in&languageCd=ENG&



The screenshot shows a web browser window with the URL <https://dfs-fineapps.gafirst.usg.edu/psp/F89PRD/FINEAPPS/FINSS/?cmd=login&languageCd=ENG&>. The page has a blue header with the text "Employee Self Service". Below the header, there is a login form with two input fields: "User ID:" and "Password:". A yellow "Sign In" button is positioned below the password field. Below the login fields, there are two links: [Forgot My Username or Password](#) and [Register For My Account](#). At the bottom of the page, there is a section titled "Notice to Users of this Computer System" which contains the following text: "This is a University System of Georgia computer system. This computer system, including all related equipment, networks and network devices (including internet access), is provided only for authorized University System of Georgia use. Unauthorized use may subject you to criminal prosecution. All information, including personal information, placed on or sent over this system may be monitored. Use of this system constitutes consent to these terms of usage."

Registering for a User ID

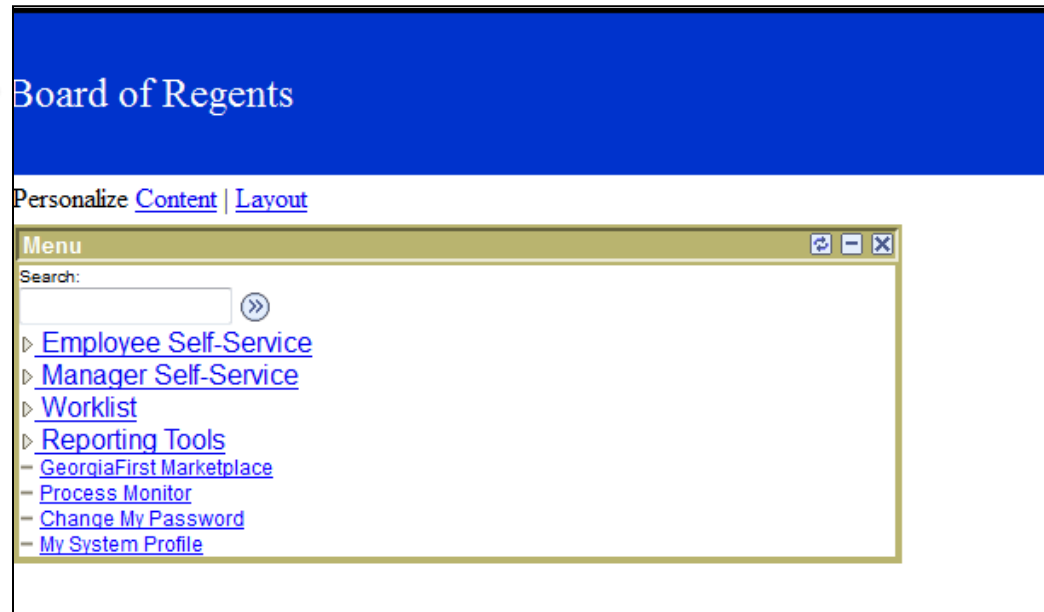
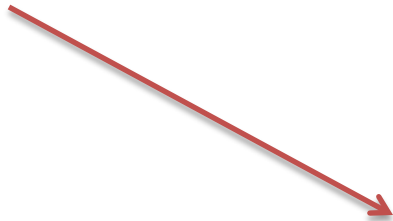
- Click on **Register for My Account** and fill in the required fields.
- It will pull up the job row and ask if you want to create an account for the specified institution.
- Click next and add a user ID.
- Log out after completion, and then log back in with your new user ID.



The screenshot shows a web form titled "Non Expense User" with a blue header. Below the header, the section "Register for My Account" is displayed. Under this, a "Privacy and Security" notice states: "Your personal information is completely private and will not be disclosed to any outside organization without your expressed written consent." Below the notice, a section titled "To register for an account." asks the user to provide personal information. It includes three input fields: "Date of Birth (mm/dd/yyyy)", "SSN (Last 4 digits)", and "Home Zip Code (5 digit)". At the bottom of the form, there are two buttons: "Back" and "Next".

Accessing Expenses via Self Service

- Institution of Employment



Documentation/Approvals

- Each institution defines their own process and form of documentation.
- Sample security request form is located on our website at:
http://www.usg.edu/gafirst-fin/documentation/job_aids/category/security
- Each Process must not only be defined but documented and shown to the auditors.
- Each request form must have the appropriate approvals.
- Each process must be followed! If it is documented, they will be looking for evidence that it is followed.

Training

- It is important that adequate user training be provided for the end users.
- Granting access without training can result in errors which could become audit issues.
- There are online training archives on our website for different module areas, along with business process documentation.

Terminated Users

- Run the BOR_SEC_TERMINATED_USERS query
- Run Time Prompt is:
 - Your Business Unit
- Use this data to verify /remove access for terminated users (Core users and Non Core Users)
 - **Use this as a secondary control measure. This query should only validate that you have removed all terminated users. It is not to be your business process, but a validation of your business process.**

Removing Terminated Users

1. Lock Accounts/remove base role.
2. Ensure they are not multi-campus users.
3. Remove any approval roles, especially any workflow routing roles.
4. Remove the route control roles such as SUPERVISOR and BOR_GL_JRNL_APPR.

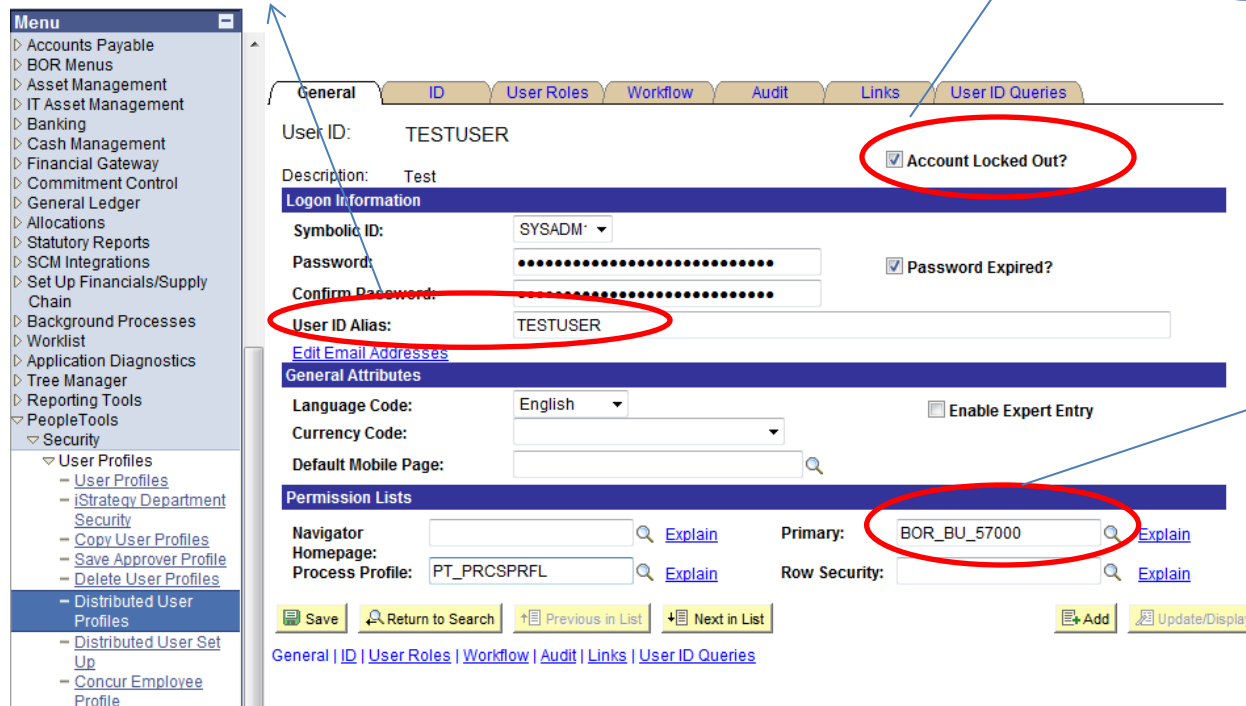
Removing Terminated Users

5. Remove worklist/email checkbox to stop notifications.
6. Remove budget security access in Commitment Control.
7. Replace the approver with a new approver.
8. Inactivate buyer/requester setup pages once the POs are closed.
9. Update the security request form.

User Profile

Upon termination, put the User ID and Empl ID number here.

Check the box to lock the account.



Menu

- Accounts Payable
- BOR Menus
- Asset Management
- IT Asset Management
- Banking
- Cash Management
- Financial Gateway
- Commitment Control
- General Ledger
- Allocations
- Statutory Reports
- SCM Integrations
- Set Up Financials/Supply Chain
- Background Processes
- Worklist
- Application Diagnostics
- Tree Manager
- Reporting Tools
- PeopleTools
- Security
 - User Profiles
 - User Profiles
 - Strategy Department Security
 - Copy User Profiles
 - Save Approver Profile
 - Delete User Profiles
 - Distributed User Profiles
 - Distributed User Set Up
 - Concur Employee Profile

General | ID | User Roles | Workflow | Audit | Links | User ID Queries

User ID: TESTUSER

Description: Test

☒ Account Locked Out?

Logon Information

Symbolic ID: SYSADM

Password:

Confirm Password:

☒ Password Expired?

User ID Alias: TESTUSER

Edit Email Addresses

General Attributes

Language Code: English

Currency Code:

Default Mobile Page:

Enable Expert Entry

Permission Lists

Navigator:

Homepage:

Process Profile: PT_PRCSPRFL

Primary: BOR_BU_57000

Row Security:

Save Return to Search Previous in List Next in List Add Update/Display

General | ID | User Roles | Workflow | Audit | Links | User ID Queries

Ensure that the Primary permission list is that of your campus. Do not update another campus user.

User Profile

General ID User Roles Workflow Audit Links User ID Queries

User ID:
Description:

ID Types and Values [Find](#) | [View All](#) First 1 of 1 Last

*ID Type: None

Attribute Name	Attribute Value	Description

User Description

Description:
[Set Description](#) or type in User Description.

[Save](#) [Return to Search](#) [Add](#) [Update/Display](#)

[General](#) | [ID](#) | [User Roles](#) | [Workflow](#) | [Audit](#) | [Links](#) | [User ID Queries](#)

Upon termination, change this to **None** and ensure you put the Employee ID on the first General Tab.

User Profile

General ID **User Roles** Workflow Audit Links User ID Queries

User ID: DNIXON
Description: Donell Nixon

Role Name	Description	Dynamic	First	1-90 of 90	Last
BOR PeopleSoft User	FN Base PeopleSoft User	<input type="checkbox"/>	Route Control	+	-
BOR Reconciliation U	BOR Reconciliation User	<input type="checkbox"/>	Route Control	+	-
BOR_AD_HOC_APPR	[WF] Ad Hoc Approver for Reqs	<input type="checkbox"/>	Route Control	+	-
BOR_AM_CUSTOM	AM Custom Rpts/Prcls	<input type="checkbox"/>	Route Control	+	-
BOR_AM_DEPRECIAT	Process Asset Depreciation	<input type="checkbox"/>	Route Control	+	-
BOR_AM_INQUIRY	Asset Management Inquire Pages	<input type="checkbox"/>	Route Control	+	-
BOR_AM_INTERFACE	Asset Management Interfaces	<input type="checkbox"/>	Route Control	+	-
BOR_AM_REPORTS	Asset Management Reports	<input type="checkbox"/>	Route Control	+	-
BOR_AP_BUDGET_C	AP Budget check	<input type="checkbox"/>	Route Control	+	-
BOR_AP_CNTRL_GR	Create/Maintain Control Groups	<input type="checkbox"/>	Route Control	+	-
BOR_AP_INQUIRY	Accounts Payable Inquire	<input type="checkbox"/>	Route Control	+	-
BOR_AP_MATCH_PR	Matching and Doc Tol Processes	<input type="checkbox"/>	Route Control	+	-
BOR_AP_POS_PAY	Process Positive Pay	<input type="checkbox"/>	Route Control	+	-
BOR_AP_REPORTS	Accounts Payable Reports	<input type="checkbox"/>	Route Control	+	-
BOR_AP_VOUCHER	Voucher Build	<input type="checkbox"/>	Route Control	+	-
BOR_AP_VOUCHER	Regular Voucher Entry	<input type="checkbox"/>	Route Control	+	-
BOR_AP_VOUCHER	Maintain Vouchers	<input type="checkbox"/>	Route Control	+	-
BOR_BP_GRANTS	Budget Prep Grants	<input type="checkbox"/>	Route Control	+	-
BOR_BP_INQUIRE	Budget Prep Inquire	<input type="checkbox"/>	Route Control	+	-
BOR_BP_PROCESSE	Budget Prep Processes	<input type="checkbox"/>	Route Control	+	-
BOR_BP_REPORTS	Budget Prep Reports	<input type="checkbox"/>	Route Control	+	-
BOR_BP_SETUP	Budget Prep Setup & Config	<input type="checkbox"/>	Route Control	+	-
BOR_BP_UPDATES	Budget Prep Online Updates	<input type="checkbox"/>	Route Control	+	-
BOR_EP_INQUIRY	Requisition Inquiry	<input type="checkbox"/>	Route Control	+	-
BOR_EP_MAINT_REC	BOR_EP_MAINT_REQ_SCI	<input type="checkbox"/>	Route Control	+	-
BOR_EP_RA_CHANG	Role Action - Can Change All	<input type="checkbox"/>	Route Control	+	-
BOR_EP_REQ_APPR	Approve Requisitions	<input type="checkbox"/>	Route Control	+	-
BOR_EX_ADMIN40	[WF] Appr Prcls Dfn-Role40000	<input type="checkbox"/>	Route Control	+	-

Dynamic Role Rule

Execute on Server:

Test Rule(s) Refresh

Execute Rule(s)

[Process Monitor](#)
[Message Monitor](#)

Remove the Base role “**BOR PeopleSoft User.**” This role contains sign-on rights. Without it, users cannot sign on.

Remove any approval/workflow roles so transactions don't route to a terminated user.

Roles such as:


- BOR_EX_ADMIN,
- SUPERVISOR or
- BOR_GL_JRNL_APPR, and
- any ePro workflow roles


User Profile


General ID User Roles Workflow Audit Links User ID Queries


User ID:
Description:

Workflow Attributes

Alternate User ID: 

From Date: 

To Date: 


Supervising User ID: 

Routing Preferences


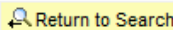
☐ Worklist User


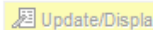
☐ Email User

Reassign Work

☐ Reassign Work To: 

Total Pending Worklist Entries: 15

 Save  Return to Search

 Add  Update/Display

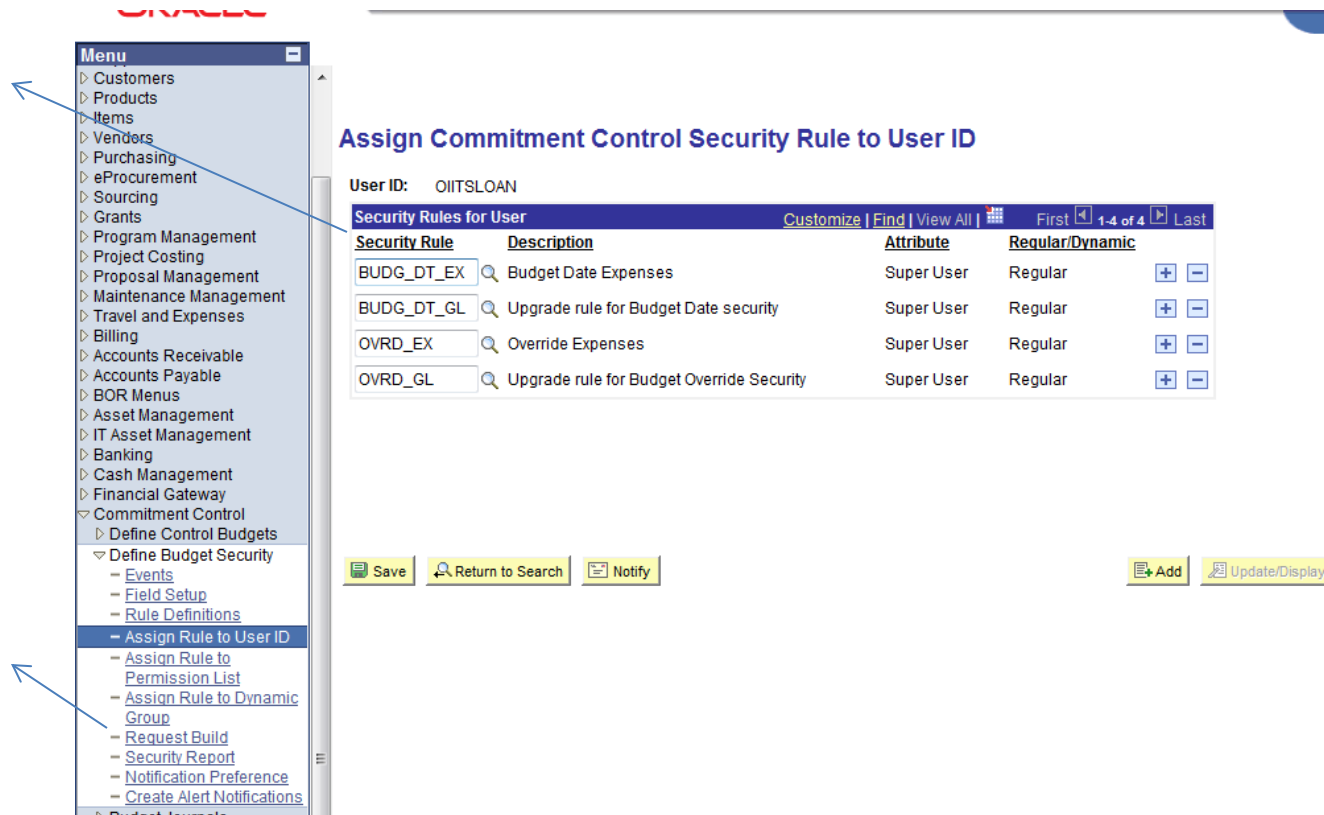
[General](#) | [ID](#) | [User Roles](#) | [Workflow](#) | [Audit](#) | [Links](#) | [User ID Queries](#)

Uncheck both of these so no notifications will be sent to the traveler.

Budget Security

Remove all of the security rules from the terminated User ID.

After removing the rules, you must run the Request Build process.



Menu

- Customers
- Products
- Items
- Vendors
- Purchasing
- eProcurement
- Sourcing
- Grants
- Program Management
- Project Costing
- Proposal Management
- Maintenance Management
- Travel and Expenses
- Billing
- Accounts Receivable
- Accounts Payable
- BOR Menus
- Asset Management
- IT Asset Management
- Banking
- Cash Management
- Financial Gateway
- Commitment Control
 - Define Control Budgets
 - Define Budget Security
 - Events
 - Field Setup
 - Rule Definitions
 - Assign Rule to User ID**
 - Assign Rule to Permission List
 - Assign Rule to Dynamic Group
 - Request Build
 - Security Report
 - Notification Preference
 - Create Alert Notifications

Assign Commitment Control Security Rule to User ID

User ID: OIITSLOAN

Security Rules for User [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1-4 of 4](#) | [Last](#)

Security Rule	Description	Attribute	Regular/Dynamic
BUDG_DT_EX	Budget Date Expenses	Super User	Regular
BUDG_DT_GL	Upgrade rule for Budget Date security	Super User	Regular
OVRD_EX	Override Expenses	Super User	Regular
OVRD_GL	Upgrade rule for Budget Override Security	Super User	Regular

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

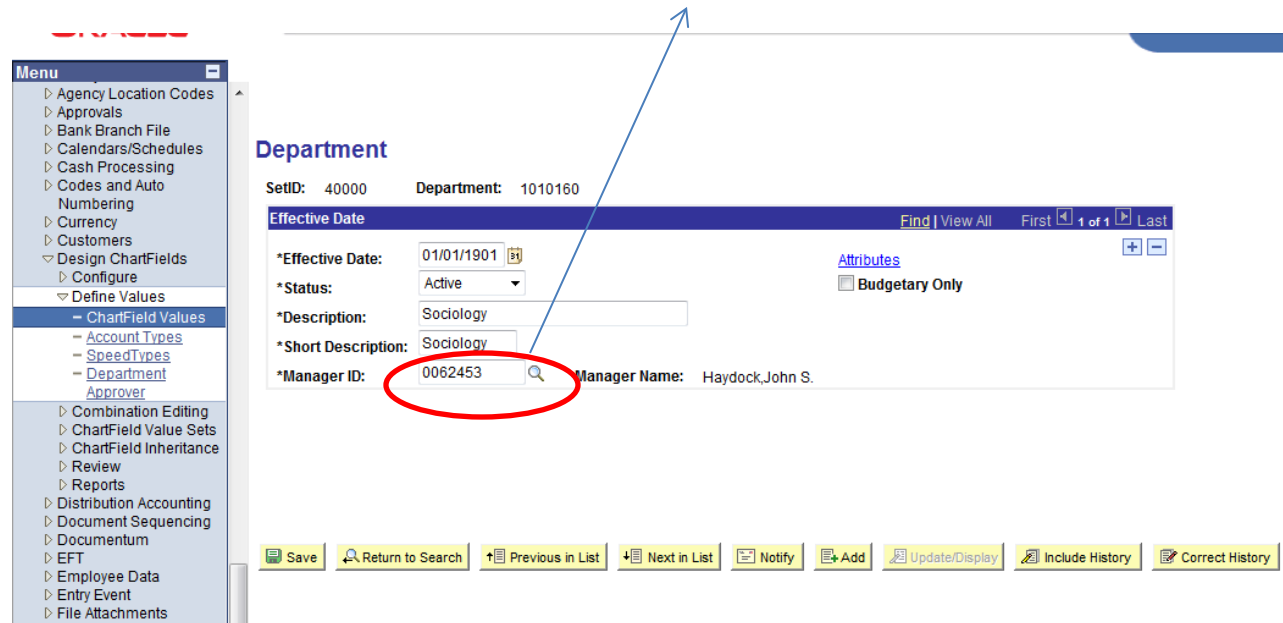
Updating Approvers

This is just one example of updating approvals. Others include:

- Project Chartfield Manager
- Department Approver Page
- Expenses Approver Assignments
- iStrategy Dept Page

Make sure to remove them as soon as they terminate so that transactions will route to the correct person.

Upon termination, a new approver must be inserted here. A new effective date row should be entered and the new employee ID populated.



Menu

- ▷ Agency Location Codes
- ▷ Approvals
- ▷ Bank Branch File
- ▷ Calendars/Schedules
- ▷ Cash Processing
- ▷ Codes and Auto Numbering
- ▷ Currency
- ▷ Customers
- ▷ Design ChartFields
- ▷ Configure
- ▷ Define Values
 - ChartField Values
 - Account Types
 - SpeedTypes
 - Department Approver
- ▷ Combination Editing
- ▷ ChartField Value Sets
- ▷ ChartField Inheritance
- ▷ Review
- ▷ Reports
- ▷ Distribution Accounting
- ▷ Document Sequencing
- ▷ Documentum
- ▷ EFT
- ▷ Employee Data
- ▷ Entry Event
- ▷ File Attachments

Department

SetID: 40000 Department: 1010160

Effective Date Find | View All First 1 of 1 Last

*Effective Date: 01/01/1901

*Status: Active

*Description: Sociology

*Short Description: Sociology

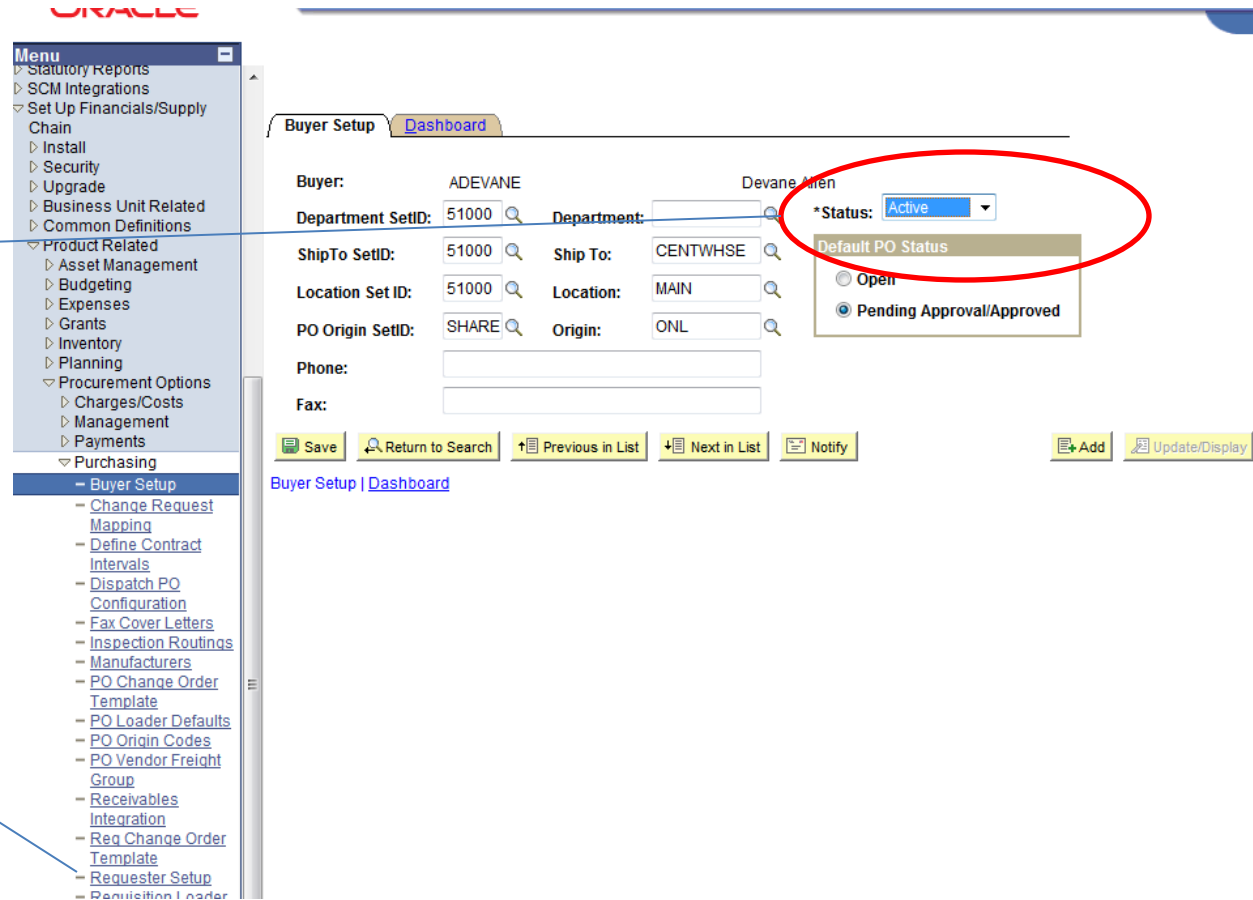
*Manager ID: 0062453 Manager Name: Haydock, John S.

Attributes Budgetary Only

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

Buyer/Requester Setup

Once all of the POs for this buyer are complete, inactive them here.



Menu

- Statutory Reports
- SCM Integrations
- Set Up Financials/Supply Chain
 - Install
 - Security
 - Upgrade
 - Business Unit Related
 - Common Definitions
 - Product Related
 - Asset Management
 - Budgeting
 - Expenses
 - Grants
 - Inventory
 - Planning
 - Procurement Options
 - Charges/Costs
 - Management
 - Payments
 - Purchasing
 - Buyer Setup**
 - Change Request Mapping
 - Define Contract Intervals
 - Dispatch PO Configuration
 - Fax Cover Letters
 - Inspection Routings
 - Manufacturers
 - PO Change Order Template
 - PO Loader Defaults
 - PO Origin Codes
 - PO Vendor Freight Group
 - Receivables Integration
 - Reg Change Order Template
 - Requester Setup
 - Requisition Loader

Do the same thing under Requester Setup.

Sample Security Request Form

Security Request Form - PeopleSoft Financials		
Employee Name: Last, First, MI Cannon, Joy	Date Submitted: 9/29/2010 0:00	Social Security # / Employee ID:
Position Title: OIT Support		Home Campus and Dept #:
INSTRUCTIONS FOR RECEIVING PROPER ACCESS/CONNECTIVITY		
1. Complete the entire multi-page Security Application form. Incomplete applications will be returned to the employee. 2. Application will be processed and an email will be sent by the Institution's Security Officer as confirmation of processing. 3. Attendance and/or Online PS Financials Training is REQUIRED in order to gain access to the PS Financials system.		
Action		
Complete for appropriate action.		
<input type="checkbox"/> New Request <input type="checkbox"/> Change of Information	<input type="checkbox"/> Change of Access <input checked="" type="checkbox"/> Termination/Deletion	

Always update the documentation to show terminated and put in the termination date.

Have all the appropriate approvals on the form that you use.

Review of Current Users

- Appropriate Documentation and Authorization
- Account Lockouts
- Password Resets
- Email ID Maintenance
- Role Assignment and Updates
- Commitment Control Security
- Other Setup such as Requester/Buyer/Approver Setup
- User Preferences
- Segregation of Duties
- Query Security

Appropriate Documentation and Authorization

- All active users must have the appropriate documentation that outlines what access the user has as well as have the appropriate approvals.
- At ITS, we review the security request forms for all active users yearly to ensure that their access is still appropriate.

Appropriate Documentation and Authorization

- Consider:
 - User may have changed jobs, so the job function will change.
 - Look for any changes needed in user preferences.
 - Ensure you monitor roles that allow more of privilege user access such as Local Security Administrator roles, Tree Manager roles, or Query roles.
- The IT Auditors will request a sample of forms from your current user population.

General Daily User Maintenance

- Typical functions of a security administrator are:
 - Account Lockouts
 - Password Resets (BOR_PT_USER_GENERAL)
 - Email Maintenance
 - Role Updates
 - Commitment Control Security
 - Requester/Buyer Setup

User Preferences

User preferences are defined under each link.
 For example, Purchasing user preferences are located under the Procurement link.

Job aids for each job function available on website at:
http://www.usg.edu/gafirst-fin/documentation/job_aids/category/security

This report shows what user preferences each of your users have. Print this for each user to use as reference when looking at segregation of duties issues.



Menu

- Commitment Control
- General Ledger
- Allocations
- Statutory Reports
- SCM Integrations
- Set Up Financials/Supply Chain
 - Install
 - Security
 - Upgrade
- Business Unit Related
- Common Definitions
 - Accounting Entry Templates
 - Activities
 - Activity Monitor
 - Agency Location Codes
 - Approvals
 - Bank Branch File
 - Calendars/Schedules
 - Cash Processing
 - Codes and Auto Numbering
 - Currency
 - Customers
 - Design ChartFields
 - Distribution Accounting
 - Document Sequencing
 - Documentum
 - EFT
 - Employee Data
 - Entry Event
 - File Attachments
 - File Locations and Images
 - Integration Rules
 - Inter/Intra Unit
 - Journals
 - Location
 - Market Rates
 - Notes
 - Notifications and Escalations
 - On-Demand Processing
 - Position Accounting
 - Process Partition ID
 - Products
 - Sales and Use Tax
 - Shipping and Receiving
 - Team Members
 - Units of Measure
- User Preferences
 - AP User Preferences Report
 - Define User Preferences**
 - User Preferences Report

User Preferences

General Preference	Product preference
Overall Preference	Asset Management
OLE Information	IT Asset Management
Process Group	Billing
	Contracts
	General Ledger
	Inventory
	Lease Administration
	Maintenance Management
	Manufacturing
	Orders - Quotations
	Orders - RMA
	Orders - Sales
	Paycycle
	Planning
	Procurement
	Project Costing
	Promotions Management
	Receivables Data Entry 1
	Receivables Data Entry 2
	Staffing - General Preferences
	Staffing - Job Data
	Strategic Sourcing
	Supplier Contract Management

Save Return to Search Notify Refresh

Segregation of Duties

- Proper controls must be in place to prevent segregation of duties issues.
- A user that adds a vendor should not be able to approve that vendor.
- The query SEGREGATE_DUTY_BOR can be used as a guide for potential violations, but should not take the place of a sound business process with the associated documentation.
- For smaller campuses, if you have to have the same user adding and approving, there must be other compensating controls documented, put in place, and be able to prove they are being followed.

Query Security

- When granting query access, ensure that you are not giving unnecessary roles.
- BOR_PT_QRY_ALLACGRPS provides access to the records that the user needs to query. This has to be provided.
- Then ONLY ONE of the following needs to also be provided:
 - BOR_PT_QRY_PUBLIC
(Gives a user access to create public queries, run private and public queries)
 - BOR_PT_QRY_PRIVATE
(Gives a user access to create private queries, run private and public queries)
 - BOR_PT_QRY_VIEWER
(Gives a user access to run public queries)

Query Security

- Other roles that may be necessary:
 - BOR_QRY_SENSDATA
(Gives query access to sensitive data records that may contain things such as SSN#s, emplids, etc.)
 - BOR_PT_QRY_BUDPREP
(Gives access to the budget prep records)
 - BOR_QRY_XXXXX
(Each institution has a query specific role that allows access to their banner views)
 - BOR Reconciliation User provides access to ADP data
(Limit to those only working with ADP data)

Other Role Issues

- Duplication
 - BOR_EP_MAINT_REQ vs. BOR_EP_MAINT_REQ_SCI
 - Users only need one of these. The only difference between them is that the _SCI role contains the access to get to the GeorgiaFIRST Marketplace.

Other Role Issues

- Duplication

- BOR_EP_MAINT_REQ_YE_CUTOFF vs.
BOR_EP_MAINT_REQ_SCI_YE_CUTOFF

- These roles are the same as in the previous slide, so they don't need both the BOR_EP_MAINT_REQ role and the BOR_EP_MAINT_REQ_YE_CUTOFF role.
 - At year end, ePro access will be removed from these two roles. So for the majority of your ePro users that you want to have their access removed at year end, choose these roles. If the user needs to keep access at year end, give them the regular role without the _YE_CUTOFF attached.

Other Role Issues

- Duplication
 - BOR_EP_REQUESTER vs.
BOR_EP_REQUESTER_YE_CUTOFF
 - If users need access removed at year end, give them the role with _YE_CUTOFF.
 - If you give them both roles, then they will STILL have access at year end.

Other Role Issues

- Supervisor Role and BOR_GL_JRNL_APPR role have route controls associated with them.
- This controls the workflow routing for Purchase orders and Journals for approval.
- In order for workflow to work, the security administrator must populate the route controls.

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- Security
 - User Profiles
 - User Profiles
 - Strategy Department Security
 - Core User Profiles
 - Save Approver Profile
 - Delete User Profiles
 - Distributed User Profiles
 - Distributed User Set Up
 - Concur Employee Profile
 - Purge Inactive User Profiles
- Permissions & Roles

General | ID | User Roles | Workflow | Audit | Links | User ID Queries

User ID: PDOBBS
Description: Peggy C Dobbs

Role Name	Description	Dynamic	Route Control
BOR_PO_VENDORS_Q	Vendor Maint	<input type="checkbox"/>	Route Control
BOR_PT_QRY_ALLAC_Q	All Query Access Groups	<input type="checkbox"/>	Route Control
BOR_PT_QRY_BUDP_Q	Budget Prep Query Security	<input type="checkbox"/>	Route Control
BOR_PT_QRY_PRIVA_Q	Query Private	<input type="checkbox"/>	Route Control
BOR_PT_QRY_PUBLI_Q	Query Create Public	<input type="checkbox"/>	Route Control
BOR_QRY_88000_Q	Campus Specific Query Records	<input type="checkbox"/>	Route Control
BOR_QRY_SENSDAT_Q	Query sensitive data	<input type="checkbox"/>	Route Control
ReportDistAdmin_Q	Report Distribution Admin	<input type="checkbox"/>	Route Control
ReportSuperUser_Q	Report Super User	<input type="checkbox"/>	Route Control
SUPERVISOR_Q	[WF] SUPERVISOR	<input type="checkbox"/>	Route Control

Dynamic Role Rule

Execute on Server:

[Test Rule\(s\)](#) [Refresh](#)

[Execute Rule\(s\)](#)

[Process Monitor](#) [Message Monitor](#)

[Save](#) [Return to Search](#) [Add](#) [Update/Display](#)

General | ID | User Roles | Workflow | Audit | Links | User ID Queries

User Route Control Profiles

Role Name: SUPERVISOR

Customize | Find | First 1-3 of 3 Last

***Route Control Profile**

Admin Area (All)

Business Units (87000)

Security Controls/Process

- Document each process – institution specific
 - New hire process
 - Job function changes
 - Terminated User process
 - Approval Process
 - Security review process
- Follow and provide evidence that you follow the processes.

Other Helpful Documentation

- The Straight and Narrow

<http://www.usg.edu/audit/publications>

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Other Helpful Documentation

- 2012 Security Administration Guide
- Campus Security Guide
- Other security forms and job aid functions

http://www.usg.edu/audit/internal_audit

http://www.usg.edu/gafirst-fin/documentation/job_aids/category/security

Other Helpful Documentation

- Preparing for an ITS Audit Summit Presentation

http://www.usg.edu/gafirst-fin/training/2011_georgia_summit

- Archived Security Wimbis (Security 101, etc.)

<http://www.usg.edu/gafirst-fin/training/archives>

Q & A

- Please submit questions via the Wimba chat

Wrap Up

- Archive
- Follow-Up Survey
- Thank you for participating!