

LCTCS PeopleSoft Security Access Procedures

Establishing New PeopleSoft Access

1. Access to the PeopleSoft Financials, Human Resource and Student Administration Systems are granted to Louisiana Community and Technical College System Employees and authorized affiliates who have an approved business need to work with, or view, data and reports.
2. In order to obtain Access to any of the PeopleSoft systems, the PeopleSoft Operator ID Request form must be completed for the systems (HR, Financials, Student Administration) required for the requestor to perform his/her duties. The form must include the requestor's signature and his/her supervisor's signature. The confidentiality statement must be signed. No access will be granted from e-mail or phone requests. No access will be granted from incomplete Operator ID Request forms.
3. Each employee or authorized user must understand the LCTCS Information Technology Policy. Before signing the Access Request form, he/she must read the policy. By signing the form, he/she is indicating an understanding and acceptance of the policy.
4. The completed form is faxed to the I.T. Security office at (225) 922-0789.
5. The I.T. Security Analyst reviews the Access Request form for all signatures and completion. If the form is incomplete or if signatures are missing, the requestor is contacted to complete and resubmit the form.
6. Completed forms are sorted by system (HR, Financial, Student Administration) and submitted for review and signature by the respective system owner.
7. Once the form is approved, an ID is set up established with the approved access types (classes) indicated on the request form.
8. The user is contacted, verified and provided with his/her operator id and password information. He/she is also e-mailed a copy of the password change procedures.

Modifying Existing PeopleSoft Operator ID Access

Access is modified when roles (classes) need to be added/removed because an Operator's positional duties have changed or when an Operator moves to another Business Unit/Campus.

1. In order to modify Access to any of the PeopleSoft systems, the PeopleSoft Operator ID Request form must be completed for the systems (HR, Financials, Student Administration) indicating that the access needs to be modified. The form must include the requestor's signature and his/her supervisor's signature. The confidentiality statement must also be signed again. No access will be modified from incomplete Operator ID Request forms. If the form is incomplete or if signatures are missing, the requestor is contacted to complete and resubmit the form.
2. Completed forms are sorted by system (HR, Financial, Student Administration) and taken for review and signature by the respective module owners.

3. Once the form is approved, the ID is updated with the approved roles (classes) indicated on the request form.
4. The user is informed that his/her access has been updated per the most recent request form.

Deleting PeopleSoft Operator ID Access

1. The Operator's Human Resource department must contact the IT Security Office in writing when an employee terminates his employee relationship so that any PeopleSoft IDs can be deleted.
2. If the employee's supervisor determines that an employee no longer needs PeopleSoft access, he/she must complete the PeopleSoft Operator ID Action Request form indicating "Delete" and fax it to the IT Security Office at (225) 922-0789.
3. The IT Security Office upon receipt of notification deletes the Operator ID.
4. The LCTCS IT Security regularly monitors payroll termination reports in PeopleSoft. If an employee is noted as terminated and the LCTCS IT Security Officer has not received a notice to otherwise retain the account, the Security Officer will either inactivate or delete the account.

Resetting Passwords

1. The operator must call the IT Security Office and provide identifying information indicated on the initial request form to have his/her password reset. The identifying information is one of the following: Mother's maiden name or father's first name.
2. Once the operator's identity has been verified, his/her password is reset. The operator will be sent an email that will include the new password and also instructed to change their password again. The password change procedures will be attached.