

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 5	Information Management & Services	Effective:	June 2002
Section 5.8	Information Security	Revised:	September 2004
Policy 5.8.16	Administrative System Access Controls (ACE Program)	Responsibility:	Executive Vice President for Business Affairs/Chief Financial Officer

ADMINISTRATIVE SYSTEM ACCESS CONTROLS (ACE PROGRAM)

Policy

It is the policy of the Health Science Center that:

1. All Health Science Center departments have a designated Account Control Executive (ACE) to authorize and manage departmental user access to institutional administrative business systems. See [Section 6.1.11](#) "PeopleSoft Web Requisition (REQ) Purchases and Payments", of the *Handbook of Operating Procedures* (HOP).
2. The Dean, Chair, or Director of a department must nominate an ACE by submitting the ACE Designation Form to Information Management Client Support Services (IMCSS). This form is then forwarded for approval to the Office of the Executive Vice President of Business Affairs. If no Dean, Chair, or Director exists for a department, only the Executive Vice President can appoint the ACE.
3. The "[ACE Control Executive Procedures Manual and Reference Guide](#)" documents the ACE's responsibilities and procedural compliance requirements. In summary, it is the responsibility of the ACE to:
 - a. Understand University policies and procedures, internal controls, and the department's business processes and organizational structure. If the ACE reconciles departmental accounts, there must be a documented review of the reconciliations at a higher management level.
 - b. Assign user access privileges to administrative business systems based on job duties, or on a "need-to-know" basis.
 - c. Manage departmental user access including developing mechanisms to immediately disable access for users that transfer, terminate, or no longer have a need to access administrative business systems.

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- d. Ensure all departmental users of administrative business systems receive both formal systems training and training related to departmental procedures and accounts.
 - e. Ensure all departmental computers accessing administrative business systems are appropriately secured.
 - f. Attend ACE training on at least an annual basis.
4. The Dean, Chair, or Director of a department is responsible for ensuring the ACE attends training and reviews user security access to administrative systems on at least an annual basis. To document the completion of this requirement, the department must maintain a current copy of the "User Security Access Departmental List" signed by the ACE during annual training.
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