

## **FSS Security Office**

**Date:** February 27, 2006

**To:** FFN Division Administrator

**From:** Darlene Anton, Financial Systems Security Officer, (612) 624-8394

**Subject:** Request for Financial FormsNirvana (FFN) Provisional Access

Provisional access allows the requestor to be given document preparer access prior to the completing the centralized training requirements. Provisional access allows 90 days to complete centralized training requirements and is appropriate under certain circumstances.

The following steps need to be completed to **request provisional access**:

- Contact Training Services (612) 626-1373 for training requirements and class registration. Training course schedules can also be found at <http://www1.umn.edu/ohr/trainingservices/schedule/>.
- All required training must be registered for prior to provisional access being requested. Training waivers will not be considered in cases of provisional access.
- The Provisional Access Agreement is published at <http://www.fss.umn.edu/security.htm>. Read the agreement and responsibilities carefully.
- Complete the agreement, obtain authorizations and return to the Financial Systems Security Officer.
- Financial Systems Security Officer approval is required and approval is granted in cases with demonstrated need. The Financial Systems Security Officer will contact the FFN Division Administrator with the decision.

The following steps need to be completed **once request is approved by FSS**:

- The FFN division administrator and the requestor will complete the FNA form. Under the Comments section include the statement "Requesting Provisional Access".
- FSS Security Office will process the FNA form at the training validation approval step.
- FSS Security Office will monitor for the completion of training on the registration dates provided. If registered centralized training classes are not completed during the provisional access period, the requestor 's access will be revoked. Immediately notify the Financial Systems Security Officer of any changes in training schedule.

Direct any questions concerning provisional access to the University Financial Helpline at (612) 624-1617.

**University of Minnesota**  
**Request for Financial Forms Nirvana (FFN) Provisional Access Agreement**

**The following information is completed for the requestor:**

Name:

Department name:

Job Title:

Telephone number:

E-mail address:

Internet ID:

Student or Employee ID:

FFN Division(s) Names:

Job Duties:

Provide statement of demonstrated need for why this access is being requested prior to completion of training:

Provide Training Services **registered** class names and dates:

**Authorizations**

By signing, I understand and agree to comply with the provisional access agreement.

<hr/> <b>Signature – Requestor</b>	<hr/> <b>Date</b>
<hr/> <b>Printed name and signature - Expert Trainer</b>	<hr/> <b>Date and Phone</b>
<hr/> <b>Printed name and signature - FFN Division Administrator</b>	<hr/> <b>Date and Phone</b>
<hr/> <b>Printed name and signature - RRC Manager</b>	<hr/> <b>Date and Phone</b>
<hr/> <b>Printed name and signature - Financial Systems Security Officer</b>	<hr/> <b>Date</b>

**Return completed agreement to:**

Financial Systems Security Officer  
 Financial Systems Support  
 295 WBOB, 1300 South 2nd Street  
 Minneapolis, MN 55454

**University of Minnesota**  
**FFN Provisional Access Agreement Roles and Responsibilities**  
**February 27, 2006**

**Who may request provisional access:**

- University of Minnesota students and staff employees.

**Provisional access is appropriate when:**

- Students and staff employees who are hired specifically to perform data entry in Financial FormsNirvana, and no classes are available within 30 days of start date, and no arrangements can be made with Training Services for special training.

**Requestor**

- Must be **registered** for all required classes with Training Services prior to provisional access being requested.
- Must complete all official training courses within 90 days of receiving provisional access.
- No training waivers will be accepted.
- Must contact their expert trainer, their FFN division administrator, or the University Financial Helpline with any questions or problems while processing documents in FFN.
- Provide feedback to FSS as problems or challenges arise.

**FFN Division Administrator**

- Assist in determining who the expert trainer is for the requestor, as requested by the RRC manager.
- Upon Financial Systems Security Officer approval, process FNA form for the requestor. Under the Comments section include the statement "Requesting Provisional Access."
- Contact Financial Systems Security Office if requestor has problems attending registered training sessions.
- Immediately process FND form to remove requestor if they terminate from University employment, change University departments, or change job duties.
- Provide feedback to FSS as problems or challenges arise.

**Expert Trainer**

- Must be an active FFN user, who has had prepare access for more than 90 days, and must have prepared 30 or more documents successfully from FFN to CUFS.
- Must have completed all required centralized training from Training Services.
- Must have a thorough knowledge of financial policies at the University of Minnesota.
- Must be in a position to provide immediate assistance or feedback to the person with provisional access.
- Must be accountable for the transactions submitted by the user with provisional access.
- Security awareness information must be shared with the requestor (proper login and logoff, passwords and session security).
- Current training manuals and materials from Training Services must be reviewed with the person receiving provisional access.
- Provide feedback to FSS as problems or challenges arise.

**Financial Systems Support (FSS)**

- Receive and review requests for provisional access.
- Approve or deny access requests.
- Monitor training status of provisional access users.
- Report provisional access activity to director of FSS and the Controller.
- Revoke access for failure to complete requirements, or for violation of access agreements.

- Monitor transactions prepared by those with provisional access for compliance with form completion instructions and procedures.
- Notify Training Services of those who have been granted provisional access.
- Respond to feedback received.

#### **Training Services**

- Provide training materials to expert trainer.
- Assist in reviewing provisional access program as requested by FSS and the Controller.
- Do not approve training waivers for those known to have provisional access.
- Provide feedback to FSS as problems or challenges arise.

#### **RRC Manager**

- Approve and appoint expert trainers for those requesting provisional access.
- Do not approve training waivers for those known to have provisional access.
- Assist in reviewing provisional access program as requested by FSS and the Controller.
- Provide feedback to FSS as problems or challenges arise.

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