UCDenver Staff/Student Worker Security Process Outline

1. User completes / electronically signs CU-SIS access request form

2. User submits signed form to supervisor

3. Supervisor reviews access requested, electronically signs access request form

4. Supervisor submits form to Security Coordinator

5. Security Coordinator reviews access request from

6. Security Coordinator submits form to UIS for CS record creation and provisioning (CS record exists)
   a. Security Coordinator updates HRID/employee ID on CS record (CS record does NOT exist)
   b. Security Coordinator identifies CS Record and CU-SIS ID existing within CU-SIS
   c. Security Coordinator configures correct permission lists on CU-SIS ID
   d. Security Coordinator configures security roles for CU-SIS ID
   e. Security Coordinator configures SACR level security for CU-SIS ID

7. UIS Creates CS record and CU-SIS account for provisioning

8. UIS performs CU-SIS security provisioning process (steps 6B-6E)

9. UIS returns updated form to Security Coordinator with notification of completion

10. Security Coordinator sends confirmation to user, CCs supervisor that access is now completed

11. Security process completed
UCDenver Staff/Student Worker Security Process Flow

1. User completes/electronically signs ISIS access request form

2. User submits signed form to supervisor

3. Supervisor reviews access requested, electronically signs access request form

4. Supervisor submits form to Security Coordinator

5. Security Coordinator reviews access request form

6. Does user have existing CS record?
   - Yes
     6A. Security Coordinator identifies CS Record and ISIS ID existing within ISIS
     6B. Security Coordinator updates HR/Employee ID on CS Record
     6C. Security Coordinator configures correct permission lists on ISIS ID
     6D. Security Coordinator configures security roles for ISIS ID
     6E. Security Coordinator configures SACR level security for ISIS ID

   - No
     6. Security Coordinator submits form to UIS for CS record creation and provisioning

7. UIS creates CS record and ISIS account for provisioning

8. UIS performs ISIS Security provisioning process

9. UIS returns updated form to Security Coordinator with notification of completion

10. Security Coordinator sends confirmation to user, CCs Supervisor that access is now completed

11. Security process completed