CALIFORNIA STATE UNIVERSITY, STANISLAUS
AUXILIARY AND BUSINESS SERVICES

ABS FINANCIAL SYSTEM USE AND
INFORMATION SECURITY POLICY

I. Purpose
This policy is established to set forth guidelines and requirements for the access
and usage of the Auxiliary and Business Services (ABS) financial system. The
financial system houses specialized financial software that enables ABS to
provide accounting services for the California State University Stanislaus
auxiliaries.

II. Authority
The policy set forth within this document is issued under the authority of the
California State University, Stanislaus Auxiliary and Business Services Board
of Trustees. Authority and accountability is herewith delegated to the Auxiliary
and Business Services Executive Director for implementation of this policy.

III. Policy
A. The California State University, Stanislaus Auxiliary and Business Services
shall insure user access:
   1. At the time any user requests access to the financial system, they must
      purchase a license for the Reflection terminal emulation program that
      must be installed on each user’s desktop computer.
   2. Access on the financial system is maintained and monitored by the
      Senior Financial Analyst who determines which database access is to
      be required.
   3. The initial password for a new user is assigned by the Senior Financial
      Analyst. Passwords may not be shared with Auxiliary and Business
      Services personnel.
   4. The system has been configured to prompt each individual to change
      their own password at 30-day intervals.
   5. ABS support staff access is only granted for modules required to
      perform specific job duties and assignments. Campus personnel are
      granted inquiry capabilities and limited to their specific departmental
      accounts. All persons requesting access must complete the ABS
      Financial System Module Access form.
   6. Access and roles will be reviewed on a periodic basis as outlined in
      Section B of this policy.
   7. Persons who misuse their access privilege can have said access
      revoked as outlined in Section C of this policy.
   8. All persons who currently (prior to the approval of this policy) have
      access are required to submit a completed ABS Financial System
      Module Access form.
B. Perform a Periodic Review of the User Access and Roles:
   1. The Senior Financial Analyst will generate a report from financial
      system on a quarterly basis for all individuals that have been granted
      use on the system.
   2. The Senior Financial Analyst reviews the list to determine if any
      changes should be made.
   3. If there are any deletions to be made, the proper procedure outlined in
      Section C must be followed.

C. Removing People From the Access Database:
   Reasons for removing a person from the access database are as follows:

   **Case One:** Person no longer works at CSUS or ABS

   Senior Financial Analyst will delete the individual as a user from the
   financial system within five working days.

   **Case Two:** Person no longer needs access due to a change in job
   duties.

   Senior Financial Analyst will delete the individual as a user from the
   financial system within five working days.

   **Case Three:** Person violated the policy.

   After written notification by the affected employees’ supervisor, the
   Senior Financial Analyst will delete the individual as a user from the
   financial system within 24 hours.

**IN WITNESS WHEREOF,** this policy has been executed by the parties hereto as of the
date first written above.

Executed and approved on **December 12, 2002**

**California State University, Stanislaus**
**Auxiliary and Business Services**

By **Mary Stephens (Interim)**

President, Ralph Curtis
**California State University, Stanislaus**
**Auxiliary and Business Services Board of Trustees**