Local Council Security Review Instructions

Navigate to the Council Security Review menu to start the process.

Main Menu>BSA>Security>Council Security Review:

The following screen will appear. Follow the steps listed below.

1. Enter the Council Business Unit (e.g. LXXX).
2. Click the search button.
The following screen will appear.

The Security Review page displays a list of users with access to PeopleSoft Financials for your business units. Click on the user name to view an individual user’s security role access.

The example on the following page displays the list of security roles assigned to a Controller.
After review, if any of the security roles need to be removed, uncheck the box to the left of the role and click the OK button.
If a change was made, a check mark will appear in the “Change Needed” column for that user on the Audit Details page.

Once the security review is complete, check the “Certify” box and click the “Submit as Reviewed” button.

The security review page will display the “Review Status” as complete and will time/date stamp the “Last Reviewed” column. An example is provided below.

An email notification confirming the completion of the audit review will be sent to the certifying official.