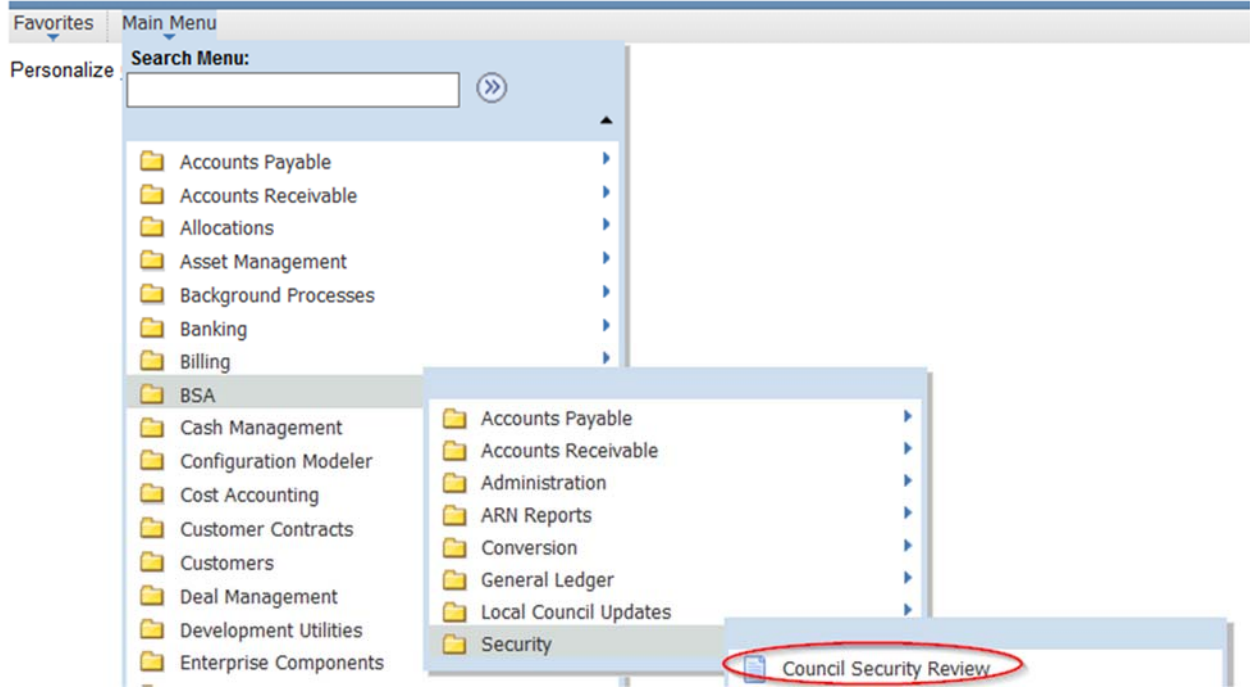


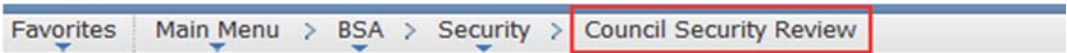
Local Council Security Review Instructions

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

Main Menu>BSA>Security>Council Security Review:

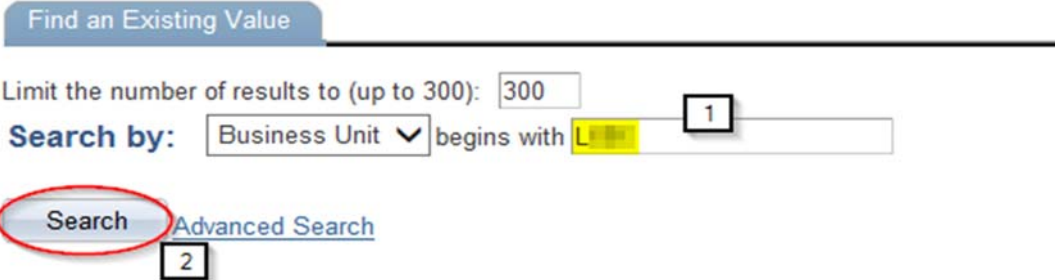


The following screen will appear. Follow the steps listed below.



Council Security Review

Enter any information you have and click Search. Leave fields blank for a list of all values.



1. Enter the Council Business Unit (e.g. LXXX).
2. Click the search button.

The following screen will appear.

Security Review

Business Unit: LC Columbia River [Create Report](#)

▼ Information/Instructions

Please review the list of security roles for the users listed below by clicking on each name. To remove a security role, uncheck the box next to the role. An email will automatically be sent to the Member Care Contact Center for processing. Once you have completed the user role security review, please check the "Certify" box then click on the "submit as reviewed" button below. You will receive an email notification confirming the completion of the audit review. If any other changes are required, please complete a new Local Council PeopleSoft Security Request form and submit it to the Member Care Contact Center. (22001,1).

Audit Details

Audit Year: 2014 **Audit Period:** 1 **Review Dates:** 01/01/2014 thru: 03/31/2014
Review Deadline: 03/31/2014 **Review Status:** Incomplete

Council Users

[Customize](#) | [Find](#) | [View All](#) | | [First](#) | [1-7 of 7](#) | [Last](#)

User	Name	Type	Last Reviewed	Change Needed
DM	Don			<input type="checkbox"/>
ES	Elizabeth			<input type="checkbox"/>
FA	Frances			<input type="checkbox"/>
JH	Jim			<input type="checkbox"/>
KA	Kay			<input type="checkbox"/>
MA	Marc			<input type="checkbox"/>
ST	Steven			<input type="checkbox"/>

[Role Add/Change Form](#)

Certify

By clicking this box, I certify that I have reviewed the current list of users for this current review period. I also certify that the operators, for which I have not invalidated all security roles, have permission to access the financial records for LC Columbia River Council (22001,2).

Submit as Reviewed

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.

User Audit Detail

User ID: ██████████

User Roles	
Valid	Role Name
<input checked="" type="checkbox"/>	BSA LC AM Manager
<input checked="" type="checkbox"/>	BSA LC AP Manager
<input checked="" type="checkbox"/>	BSA LC AP Reporting
<input checked="" type="checkbox"/>	BSA LC AP Staff
<input checked="" type="checkbox"/>	BSA LC Banking 01
<input checked="" type="checkbox"/>	BSA LC GL Manager
<input checked="" type="checkbox"/>	BSA LC GL Reports
<input checked="" type="checkbox"/>	BSA LC GL Staff
<input checked="" type="checkbox"/>	BSA LC POS Upload
<input checked="" type="checkbox"/>	BSA LC Vendors Maintenance
<input checked="" type="checkbox"/>	BSA Peoplesoft User

OK

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.

User Audit Detail

User ID: ██████████

User Roles	
Valid	Role Name
<input checked="" type="checkbox"/>	BSA LC AM Manager
<input checked="" type="checkbox"/>	BSA LC AP Manager
<input checked="" type="checkbox"/>	BSA LC AP Reporting
<input checked="" type="checkbox"/>	BSA LC AP Staff
<input checked="" type="checkbox"/>	BSA LC Banking 01
<input checked="" type="checkbox"/>	BSA LC GL Manager
<input checked="" type="checkbox"/>	BSA LC GL Reports
<input checked="" type="checkbox"/>	BSA LC GL Staff
<input type="checkbox"/>	BSA LC POS Upload
<input checked="" type="checkbox"/>	BSA LC Vendors Maintenance
<input checked="" type="checkbox"/>	BSA Peoplesoft User

OK

If a change was made, a check mark will appear in the “Change Needed” column for that user on the Audit Details page.

Audit Details					
Audit Year:	2014	Audit Period:	1	Review Dates:	01/01/2014 thru: 03/31/2014
Review Deadline:	03/31/2014	Review Status:	Incomplete		

Council Users				
User	Name	Type	Last Reviewed	Change Needed
DMC	Don			<input type="checkbox"/>
ES	Elizabeth			<input checked="" type="checkbox"/>
FA	Frances			<input type="checkbox"/>

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

[Role Add/Change Form](#)

Certify

By clicking this box, I certify that I have reviewed the current list of users for this current review period. I also certify that the operators, for which I have not invalidated all security roles, have permission to access the financial records for L0 Council (22001,2).

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.

Audit Details					
Audit Year:	2014	Audit Period:	1	Review Dates:	01/01/2014 thru: 03/31/2014
Review Deadline:	03/31/2014	Review Status:	Complete		

Council Users				
User	Name	Type	Last Reviewed	Change Needed
DM	Don		06/23/14 8:24AM	<input type="checkbox"/>
ES	Elizabeth		06/23/14 8:24AM	<input checked="" type="checkbox"/>
FA	Frances		06/23/14 8:24AM	<input type="checkbox"/>
JJ	Jim		06/23/14 8:24AM	<input type="checkbox"/>
KA	Kay		06/23/14 8:24AM	<input type="checkbox"/>
MA	Marc		06/23/14 8:24AM	<input type="checkbox"/>
ST	Smith		06/23/14 8:24AM	<input type="checkbox"/>

Certify

By clicking this box, I certify that I have reviewed the current list of users for this current review period. I also certify that the operators, for which I have not invalidated all security roles, have permission to access the financial records for L0 Council (22001,2).

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