INFORMATION SECURITY – ELLUCIAN COLLEAGUE USER ACCESS

1. PURPOSE AND SCOPE

The purpose of this administrative regulation is to outline the controls for access to the Ellucian Colleague system, associated applications and servers. Yosemite Community College District (YCCD) utilizes Ellucian Colleague ERP to manage Student, Financial and Human resource data, an ERP system by its nature is very complex and allows access to substantial amounts of data. YCCD Information Technology Services (ITS) grants, removes and monitors account access to colleague (Production, Test or Development) environments.

Colleague is an integrated system housing student and staff demographic information, HR position and district financial information including accounts receivable, accounts payable and payroll

2. USER ACCESS

Not every YCCD employee is granted access to Colleague by default, a demonstrated business need is required before access is granted. The Datatel & Report Access Requests form must be submitted by the individual's manager and forwarded to ITS. The Director of Enterprise Services – Applications will review the request and either assign it to a System Administrator or return the form to the submitting manager for more information.

2.1. Colleague Production Account

The Production account (PROD) is utilized for YCCD daily business operations; authorized users are given access to only the screens needed to do their jobs. Requests for additional screen access must be submitted on a new Datatel & Report Access Requests form.

2.2. Colleague Test Account

The Test account (TEST) is point in time copy of the Production account, a copy or "Clone" of the production account takes place multiple times throughout the year. Due to the amount and type of data in the Test account authorized Colleague users must additionally request access to the Test account.

If TEST access is granted the user shall receive the same access as their PROD account. If access is needed to processes that are not currently available to them in PROD a new Datatel & Report Access Requests form and a written justification must be submitted to ITS.

2.3. Colleague Development Account

The Colleague Development account (DEV) is utilized by ITS only for colleague software development only. All requests for access to the DEV account require approval from the Assistant Vice Chancellor Information Technology (AVCIT).

2.4. Wide open users

No authorized users shall be granted Wide-Open access within the Colleague ERP access will only be granted at the level needed to perform their job duties. If additional access is needed, the access must be requested by submitting a new Datatel & Report Access Requests form to ITS.

Exception: Certain ITS personnel shall be granted wide open access into the Colleague accounts for development and administration purposes. Exceptions are only granted by the AVCIT when there is a demonstrated need.

3. ACCESS TO PERSONALLY IDENTIFIABLE INFORMATION (PII)

Authorized Colleague users are NOT given access to Social Security Numbers (SSN) or Birth Dates within the system. Should it be necessary to view, enter or modify the SSN and Birth Date fields access must be requested from ITS with written justification. All submitted requests to access PII will require the approval of the AVCIT.

4. ACCESS RIGHTS REVIEW

ITS will review Colleague access rights bi-annually, the review will validate the current Colleague users and their individual security rights.

- Verify users are still currently employed with YCCD
- Users that have not accessed Colleague in the prior 6 months shall have their accounts disabled.
- Users security rights will be verified to match their current job duties.

5. PASSWORD REQUIREMENTS

Authorized users within the Colleague system shall adhere to the following password requirements:

- Must not match the username
- Must not contain the username
- Must not match the current password

- Minimum password length is 6 characters
- Maximum password length is 8 characters
- Must differ from old password by at least 3 characters
- Must start with an alphabetic character
- Must contain at least 1 Capital letter
- Must contain at least 2 alphabetic character
- Must contain a number
- Must not contain a '!' character
- Must be entered correctly 2 times

Passwords will be required to be changed every six months.