



November 28, 2022

**TO:** District Security Administrators  
HRS Security Coordinators  
Los Angeles County K-12 Districts  
Los Angeles County Community College Districts  
Los Angeles County JPAs and ROPs

**FROM:** Mark Yeoh, Financial Operations Consultant  
Security and Workflow (SFS Security)  
Division of School Financial Services

**SUBJECT:** 2022-23 Mid-Year System Security Audit

<b>IMPORTANT INFORMATION – DISTRICT ACTION REQUIRED</b>
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This bulletin addresses the first installment of our 2022-23 Security Audit which utilizes the Security Audit Reports within the infoAdvantage reporting system for ease of review and direct access.

**Biannual Agency Financial Platforms Security Audit**

Please see the linked instructions for accessing the Security Audit reports via the infoAdvantage tile on the BEST Authentication Single Sign On Portal.

<https://bestcrc.lacoe.edu/kb/22-23-security-audit-instructions>

**Action Items**

- (1) Review each user's existing security roles and verify each user's continued access to the appropriate system.
- (2) Place a "**D**" at the end of each row (next to the **Fax Number** column) to DEACTIVATE the user's access to the system.
- (3) Upon completion of the above, please have the District Security Administrator (DSA)/HRS Security Coordinator (HSC) sign the certification portion on the last page of the report as directed in the instructions. This certifies that all names and roles indicated on the

report have been reviewed and updated as necessary.

- (4) Please email your security audit report and a signed/certified copy of the last page to:  
[SFSSecurity@laoe.edu](mailto:SFSSecurity@laoe.edu) by **FRIDAY, DECEMBER 16th, 2022**.

Report ID: HCM-SEC-0001	<b>Security Audit Report</b>
Run Date: 02/23/2022	
Run Time: 4:45:41 PM	

District/Agency:

This is to certify as of 02/23/2022, except as noted in the action column, the individuals named above are all Advantage Financial System active users.

\_\_\_\_\_  
(Print Name) District Security Administrator

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
(Signature) District Security Administrator

\_\_\_\_\_  
Date

### **District Security Administrator (DSA)/HRS Security Coordinator (HSC) Updates**

Please review your DSA List to ensure it is current. Should your district/agency's designated DSA(s) have changed, please include a completed and signed DSA Authorization form which can be downloaded from the LACOE website using the following link:

#### **LACOE Form 503-945**

Title: District Security Administrator (DSA) Authorization for Financials

Link: [DSA Form Link](#)

#### **LACOE Form 503-943**

Title: HRS Security Coordinator (HSC) Authorization for Financials

Link: [HSC Form Link](#)

### **Requesting a New User or Additional User Access**

To add a new user or request additional access for existing users, please work with your district/agency's DSA to process and complete the request.

**Should you have any questions, please contact any of the following staff:**

Mark Yeoh	(562) 940-1791	<a href="mailto:Yeoh_Mark@laoe.edu">Yeoh_Mark@laoe.edu</a>
Tori Guerena	(562) 922-6609	<a href="mailto:Guerena_Tori@laoe.edu">Guerena_Tori@laoe.edu</a>
Joyce Evangelista	(562) 922-6559	<a href="mailto:Evangelista_Joyce@laoe.edu">Evangelista_Joyce@laoe.edu</a>

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Approved by:  
Nkeiruka Benson, Director  
Division of School Financial Services

JZ:my

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