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Debra Duardo, M.S.W., Ed.D., *Superintendent*

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

IMPORTANT INFORMATION – DISTRICT ACTION REQUIRED

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

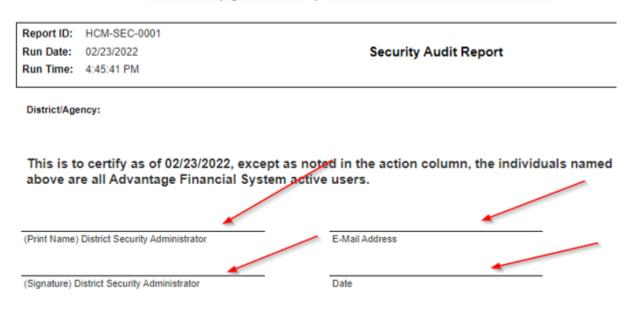
Action Items

(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

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report have been reviewed and updated as necessary.

(4) Please email your security audit report <u>and</u> a signed/certified copy of the last page to: <u>SFSSecurity@lacoe.edu</u> by <u>FRIDAY, DECEMBER 16th, 2022</u>.



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: <u>HSC Form Link</u>

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	Yeoh_Mark@lacoe.edu
Tori Guerena	(562) 922-6609	Guerena_Tori@lacoe.edu
Joyce Evangelista	(562) 922-6559	Evangelista_Joyce@lacoe.edu

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

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