



July 14, 2023

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 (SFS)

SUBJECT: 2022-23 Year End System Security Audit

IMPORTANT INFORMATION – DISTRICT ACTION REQUIRED

This bulletin addresses the second installment of our 2022-23 Security Audit which utilizes the Security Audit Reports within the infoAdvantage reporting system.

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.

[Security Audit Instructions \(BEST Customer Resource Center Link\)](#)

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.
- (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 portion of the last page to: SFSecurity@lacoed.edu by **FRIDAY, AUGUST 4, 2023**.

Report ID: HCM-SEC-0001	Security Audit Report
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: [Form 503-945 \(LACOE Forms & Documents Link\)](#)

[LACOE Form 503-943](#)

Title: HRS Security Administrator (DSA) Authorization for Financials

Link: [Form 503-943 \(LACOE Forms & Documents Link\)](#)

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 complete the request.

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

Mark Yeoh	(562) 940-1791	Yeoh_Mark@lacoed.edu
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Edith Racanac	(562) 922-6432	Racanac_Edith@lacoed.edu
Olayinka Adenuga	(562) 922-6079	Adenuga_Olayinka@lacoed.edu

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

JZ/MY:lt

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