May 23, 2022

TO: District Security Administrators
                HCM 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: 2021-22 Mid-Year System Security Audit

IMPORTANT INFORMATION – DISTRICT ACTION REQUIRED

This bulletin addresses the second installment of our 2022 Security Audit. Our new process is streamlined, utilizes a new time based approach for ease of review, and provides better visibility for user activity. The first installment will remain the same for the upcoming year.

Biannual Agency Financial / Human Capital Management Platforms Security Audit

We will be emailing each District's Security Administrator/HCM Security Coordinator a cover letter along with a list of their agency's "ACTIVE" FIN and HCM system users as of <u>May 05, 2022</u>. The list is sorted by last login date from oldest to most recent.

<u>**Action Items**</u>

(1)   Review each user's last login date and verify each user's desired access to the appropriate system. We highly advise consideration of deactivation for users who have not logged into the system for an extended period of time. Ensure that the user is still an active employee and should have access to the system.

(2)   Place a "**D**" in the action column (Column J) to DEACTIVATE the user's access to the system.

(3)   Upon completion of the above, please have the District Security Administrator (DSA)/HCM Security Coordinator (HSC) sign the cover letter section titled "Mid-Year Security Audit Report Certification" as shown below. This certifies that all names listed on the report have been reviewed and updated as necessary.

(4)   Please email your updated audit workbook <u>and</u> a signed/certified copy the cover letter as shown below to: **sfsSecurity@lacoe.edu** by **FRIDAY, JUNE 03, 2022**.

Mid-Year Security Audit Report Certification

I certify that the attached Excel workbook has been updated and verified as the current system security requirements for this entity.

Name: _____   Email: _____

Signature: _____

District Security Administrator (DSA)/HCM Security Coordinator (HSC) Updates
Please review your DSA/HSC list to ensure it is current. Should your district's/agency's designated DSA/HSC(s) have changed, please include a completed and signed DSA/HSC 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 Financial
   Link: https://www.lacoe.edu/Portals/0/FormServices/503-945-DSA Authorization

LACOE Form 503-943
   Title: HCM Security Coordinator (HSC) Authorization for Human Capital Management
   Link: https://www.lacoe.edu/Portals/0/FormServices/503-943-HSC Authorization

Requesting a New User or Additional User Access
To add a new user or request additional access for users, please work with your district's/agency's DSA/HSC to take appropriate steps to 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
Jy Laurenz Gabiola	(562) 922-6339	Gabiola_JyLaurenz@lacoe.edu

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

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