



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@lacoedu](mailto:SFSecurity@lacoedu) by **FRIDAY, AUGUST 4, 2023**.

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:** [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	<a href="mailto:Yeoh_Mark@lacoed.edu">Yeoh_Mark@lacoed.edu</a>
Tori Guerena	(562) 922-6609	<a href="mailto:Guerena_Tori@lacoed.edu">Guerena_Tori@lacoed.edu</a>
Linda Williams	(562) 922-6535	<a href="mailto:Williams_Linda@lacoed.edu">Williams_Linda@lacoed.edu</a>
Edith Racanac	(562) 922-6432	<a href="mailto:Racanac_Edith@lacoed.edu">Racanac_Edith@lacoed.edu</a>
Olayinka Adenuga	(562) 922-6079	<a href="mailto:Adenuga_Olayinka@lacoed.edu">Adenuga_Olayinka@lacoed.edu</a>

Approved by:

Nkeiruka Benson, Director

Division of School Financial Services

JZ/MY:lt

SFS-A1-2023-2024