

Systems Access Review Process Steps

The quarterly verification process ensures managers have the opportunity to review systems access for users in a timely manner, which is an important internal control for the university.

1

Review the quarterly spreadsheet.

- The spreadsheet sent by the DSA includes all KSAMS roles for employees/users in your organization who have access to UCI's various financial systems, including their roles and their role qualifiers/restrictions.
- Please review to ensure levels of access are correct and that the employees/users are in the right roles.
- Please submit any subsequent changes.

2

Sign the verification form.

- Once Step 1 is complete, please electronically sign the KSAMS verification form sent to you via DocuSign. This certifies the process is complete.
- Your signature indicates the spreadsheet has been reviewed. Changes submitted do not need to be confirmed in an updated report before signing the verification form. Changes will be reflected in the next quarterly review.

Please contact our DSA, Jessica Alvarez (jrsoto@uci.edu) with any questions.