



Annual access review

Guide to conduct annual access reviews

By Javaria Saeed

Enterprise Application Security & Investigations

Campus Solutions Services

Purpose of annual access review in CS

The Campus Solutions Services (CSS) Security team is requesting your review and acknowledgement of Campus Solutions (CS) security access for employees in your division/college/department.

- **This review is to ensure:**

- **Users are active employees/Persons of Interest**
- **Access is appropriate for their job duties**

The 'Roles by Operid' is a report located in Campus Solutions that shows Campus Solutions access assigned to employees in your division/college/department.

D\CBAAs help needed:

- To coordinate and ensure access review by managers.
 - *A manager for the purpose of this conversation is anyone who has a 'reports to' position.*
- To identify managers where the managers are not identified in the system (Row with missing managers are identified in **red font**). Please send the updated list to jsaeed@central.uh.edu.

[CBA DBA Dept List Document.xlsx](#)

Please use this file to coordinate access reviews with managers.

D\CBAAs, please upload your updated copy of the CBA_DBA_Dept in the Annual Review SharePoint site: <https://uofh.sharepoint.com/sites/cfa/controlleroffice/FY20242025/Forms/AllItems.aspx> in the **CS Security Access Audit** Report for **your** division.

Steps to analyze PDF reports: Basic access

Basic access to CS
consists of
UHCSM_CC_GENERAL
&
UHCSM_SF_GENERAL
ROLES

These roles give
access to view
bio/demo and
balances for
students.

UHCSM_AD_GENERAL - Adm general/basic lvl access
UHCSM_CC_EXT_ORG_VIEW - external org setup view
UHCSM_CC_GENERAL - CC general role
UHCSM_CC_OPCAL_VIEW - Operation calendar view role
UHCSM_FA_GENERAL - FA Blanket Role
UHCSM_SF_GENERAL - SF Blanket role
UHCSM_SR_ADVISOR - View access for stdt advisemnt
UHCSM_SR_CLSS_SCHEDLR - Class scheduler access
UHCSM_SR_ENROLL - Enrollment Acc
UHCSM_SR_GENERAL - Basic level view access to SR
UHCSM_SR_GRDCHG_APPRV - Grd change approver role
UHM_CS_AD_IMG_VIEW - Formerly UHS_RAR_VIEW (IMG view)
UHM_CS_INSTRUCTOR - UH Main Campus Instructor
UHS_CS_QRYRR - UHS CS Query Run-Only

Sample employee access

Steps to analyze PDF reports: Roles naming conventions.

UH roles start with UHCSM, the exception are some roles that start with UHM/UHS

UHCSM_AD_GENERAL - Adm general/basic lvl access
UHCSM_CC_EXT_ORG_VIEW - external org setup view
UHCSM_CC_GENERAL - CC general role
UHCSM_CC_OPCAL_VIEW - Operation calendar view role
UHCSM_FA_GENERAL - FA Blanket Role
UHCSM_SF_GENERAL - SF Blanket role
UHCSM_SR_ADVISOR - View access for stdt advisemnt
UHCSM_SR_CLSS_SCHEDLR - Class schedulr access
UHCSM_SR_ENROLL - Enrollment Acc
UHCSM_SR_GENERAL - Basic level view access to SR
UHCSM_SR_GRDCHG_APPRV - Grd change approver role
UHM_CS_AD_IMG_VIEW - Formerly UHS_RAR_VIEW (IMG view)
UHM_CS_INSTRUCTOR - UH Main Campus Instructor
UHS_CS_QRYRR - UHS CS Query Run-Only

Sample employee access

Steps to analyze PDF reports: Roles naming conventions.

UH roles start with UHCSM, the exception are some roles that start with UHM/UHS

~~X~~ UHCSC_SR_ADVISOR - View access for stdt advisemnt
~~X~~ UHCSD_FA_GENERAL - FA Blanket Role
UHCSM_CC_EXT_ORG_VIEW - external org setup view
UHCSM_CC_GENERAL - CC general
UHCSM_CC_OPCAL_VIEW - Operation calendar view role
UHCSM_SF_GENERAL - SF Blanket role
UHCSM_SR_CLSS_SCHEDLP - Class scheduler access
UHCSM_SR_ENROLL - Enrollment Access
UHCSM_SR_GENERAL - Basic level view access to SR
UHCSM_SR_GRDCG_APPRV - Grade change approver role
~~X~~ UHCSV_AD_GENERAL - Adm general/basic lvl access
UHM_CS_AD_IMG_VIEW - Formerly UHS_RAR_VIEW(IMG view)
UHM_CS_INSTRUCTOR - UH Main Campus Instructor
UHS_CS_QRYRR - UHS CS Query Run-Only

Steps to analyze PDF reports: Commonly assigned roles and their access

Newly added role:
UHCSM_SL_ADMIN_USER identifies Slate system users.

UHCSM_CC_GENERAL	View only access to basic student bio/demo data
UHCSM_SF_GENERAL	View only access to student account data
UHCSM_SR_GENERAL	Basic level view access to Student Records data
UHCSM_CC_BIODEMO_VW	View only access to non-student bio/demo data
UHCSM_AD_GENERAL	Basic level view access to Admissions data
UHCSM_AA_ADVISOR	Basic level view access to Academic Advisement data
UHCSM_SR_ADVISOR	View access to Student Records data for advising
UHCSM_AA_CHKIN_FRNTDSK	Access to check in student in advising check in system
UHCSM_SR_ENROLL	Update access to enroll students
UHCSM_AA_CHKIN_RPTS	View access to check in system reports
UHCSM_CC_3C_UPD	Update access to checklist, comments, communications
UHCSM_AA_UH4_MGMT	Add/update access to UH4 setup
UHCSM_AA_APPT_FRNTDSK	Access to check in students in appointment system
UHCSM_SR_CLSS_SCHEDLR	Update access to create/maintain class sections and generate permission numbers.
UHCSM_CC_BIODEMO_STDNT_UPD	Update access to student bio/demo data
UHCSM_SR_PRG_PLN_UPD	Update access to update program/plan.
UHCSM_AA_APPT_ADMIN	Add/update access to appointment system setup
UHCSM_FA_GENERAL	Basic level view access to Financial Aid data
UHCSM_SR_GRAD_PROC	Update access to graduation tracking functionality
UHCSM_SR_GRDCHG_APPRV	Update access for grade change approval, particularly grade change list
UHCSM_AD_APPL_MAINT	Update access to maintain applications
UHCSM_CC_SVC_IND_MASS_PROC	Update access to mass assign/release service indicators
UHCSM_AA_CHKIN_ADMIN	Add/Update access to check in system setup
UHCSM_CC_EVENT_SETUP_VIEW	View access to Event setup pages
UHCSM_CC_3C_SETUP	Add/Update/Correct access to 3C setup
UHCSM_PT_SECADMIN_VW	View access to PeopleTools/Security pages
UHCSM_AD_TRNSFR_VW	View access to admissions transfer credit data
UHCSM_SR_STUGRPS_CORR	Correct access to Student Group data
UHCSM_CC_BIODEMO_UPD	Update access to non-student bio/demo data
UHCSM_FA_ASSISTANT	Update access low-level financial aid pages
UHS_CS_QRYRR / UHS_CS_REPORT	View queries
UHS_CS_QRYRC	Write queries

Detailed information on Campus Solutions roles


- This file identifies
 - The frequency of access assignment for a role. The USERID_COUNT field identifies the number of users who have access to this role.
 - An overview of what kind of access a roles gives. (*Main CS functionality on role*).
 - The top three generalized job titles associated with that role.
- [Role definitions.xlsx](#)

Managers,
please
mark all
the access
that needs
to be
removed.

~~UHCSC_SR_ADVISOR~~ View access for stdt advisemnt
~~UHCSD_FA_GENERAL~~ FA Blanket Role
UHCSM_CC_EXT_ORG_VIEW - external org setup view
UHCSM_CC_GENERAL - CC general
~~UHCSM_CC_OPCAL_VIEW~~ Operatn calendar view role
UHCSM_SF_GENERAL - SF Rl blanket role
UHCSM_SR_CLSS_SCHEDLP - Class scheduler access
UHCSM_SR_ENROLL - Enrollment Access
UHCSM_SR_GENERAL - Basic level view access to SR
UHCSM_SR_GRDCG_APPRV - Grade change approver role
~~UHCSV_AD_GENERAL~~ Adm general/basic lvl access
~~UHM_CS_AD_IMC_VIEW~~ Formerly UHS_PAR_VIEW (IMC view)
UHM_CS_INSTRUCTOR - UH Main Campus Instructor
UHS_CS_QRYRR - UHS CS Query Run-Only

Please delete.
Jsaeed - Manager

Please complete the last page of the report. Upload the report using the provided instructions.

Report ID: SEC07	University Of Houston System CS SECURITY AUDIT REPORT - SA92TST Oprids by Roles	Page No. 12 Run Date 05/16/2024 Run Time 09:34:45 Process Instance 33348285
Emplid	Username & Job Title	Role & Role Description
-----	-----	-----
The report above includes the following departments:		
Business Unit: HR730	Division: H0396 - Sr VC/VP, Acad Affairs/Provost	College: H0411 - Natural Sciences & Mathematics
Deptid: H0110 - Mathematics		
		
<p>The Campus Solutions Services (CSS) Security team is requesting your review and acknowledgment of Campus Solutions (CS) access for the employees of the department(s) identified on this report. While performing this review, please ensure that all employees listed on the report are currently active and required by their job to have the access identified on this report. The detailed instructions for this report can be accessed here: http://uh.edu/campus-solutions/campus-solution-security/instructions-for-annual-audit.docx</p>		
_____ Signature	_____ Printed Name	_____ Date
_____ Title	_____ Dept	
