PimaCountyCommunityCollegeDistrict
Administrative Procedure

AP Title:	**Security Clearance for College Enterprise Resource Planning (ERP) System**
AP Number:	AP 9.01.05
Adoption Date:	11/13/06
Schedule for Review & Update:	Every three years
Review Date(s):	5/27/11, 5/20/21
Revision Date(s):	5/27/11, 5/20/21
Sponsoring Unit/Department:	Information Technology
Policy Title(s) & No(s).:	Information Technology Resource Management, BP 9.01
Legal Reference:	
Cross Reference:	

PURPOSE

The purpose of this Administrative Procedure (AP) is to describe the process of establishing security classifications and steps to obtain clearance to specific functions.

SECTION 1: Definitions

"Cloud Services" means such service models as defined within NIST SP800-145, further included within FedRAMP v.4.2, as may be used by, connected to, or function as an element of the College ERP System.

"Enterprise Resource Planning" (ERP) means College information technology (IT) systems that are designed to control access to various (IT) functions at the College by assigning security clearances to various functions. Any individual whose job responsibilities require access to a particular (IT) function must be

assigned the appropriate security clearance. The various functions can be grouped into security classifications. An individual may be given clearance to one or more security classifications.

"Data Steward" means the individual responsible for the collection, maintenance, accuracy and completeness of the specified data set(s).

"Module Leader" means the individual responsible for decisions and operational direction as it relates to IT procedure with the ERP system.

SECTION 2: Procedures and Responsibilities

2.1. Security classifications are developed by the ERP function leaders and database team for review and approval by the associated Data Trustee (see AP 9.01.02). These are reviewed with each ERP version release to ensure continued applicability based on new and or changed functionality of the system and any related Cloud Service(s).

2.2. The training required for the ERP functions associated with each security classification is identified, and individuals must demonstrate proficiency with the material before being assigned clearance.

2.3. The request for clearance for an individual must be initiated by that individual's supervisor, who, by granting the request, verifies that the particular clearance is required by the requesting individual's job duties and that the individual has been appropriately trained in the applicable security requirements.

2.4. The request for clearance will be reviewed and subject to approval by the Assistant Vice Chancellor for Information Technology or their functional designee.

2.5. Approval and security specifications must be transmitted to the Office of Information Technology for administration of security setup and client notification.