



## PimaCountyCommunityCollegeDistrict Administrative Procedure

<i>AP Title:</i>	<b>Security Clearance for College Enterprise Resource Planning (ERP) System</b>
<i>AP Number:</i>	AP 9.01.05
<i>Adoption Date:</i>	11/13/06
<i>Schedule for Review &amp; Update:</i>	Every three years
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<i>Sponsoring Unit/Department:</i>	Information Technology
<i>Policy Title(s) &amp; No(s):</i>	Information Technology Resource Management, BP 9.01
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	

### **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 module leaders and Information Technology Department for review and approval by the associated Data Trustee (see AP 9.01.02). These are periodically reviewed to ensure continued applicability based on new and or changed functionality of the system and any related Cloud Service(s).
- 2.2. ERP access is granted by the module leader.
- 2.3. The request for clearance for an individual must be approved 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 Information Technology Department is responsible for applying the approved security access, as well as performing periodic audits of approved security access.