



UNIVRS ACCESS MANAGEMENT

REQUESTING ACCESS OR MODIFICATION OF ACCESS

Access is open to faculty, staff and other members of the university community. All users have access to a 'Researcher' role by default, as long as they have active employment relationships with the university. Additionally, unit heads in departments, centres and colleges/schools, have access to an approver role through an automated process.

The process described below is to be followed for administrative type roles, which are not automatically assigned when individuals assume new positions:

1. New/existing user completes the [UnivRS: Access Form](#), available on-line, including a signature from his/her supervisor. Information is available about role types and purposes ([UnivRS - Types of User Roles](#)), as well as obligations that users must uphold in terms of data use and access ([UnivRS – Data Use Statement of Understanding](#)). It is expected that a user will read and understand these obligations before requesting access to UnivRS.
2. User sends completed form to univrs.support@usask.ca for review, authorization and processing; an electronic ticket is automatically created in JIRA. JIRA is an electronic tool primarily used for project management, as well as issue and bug tracking.
3. The JIRA ticket is edited by a UnivRS Team member to include component - User Access Request – and then re-assigned to business unit (OVPR) for review and authorization (Research Data Steward Delegate). The component categorization is used for multiple purposes including efficient workflow, metrics and audit.
4. The review and authorization is completed and in instances of a more sensitive and/or complex nature, the Research Data Steward Delegate may consult with the Research Data Steward (Associate Vice-President Research) and/or committee as approved by the Research Data Steward. This review and authorization process is supported by accessible information including: user management report (report providing details about all current users in UnivRS, personnel information available through an integration between UnivRS and AboutUs) and various affiliation/appointment information for personnel who do not have employment relationships with the university.
5. The Research Data Steward Delegate records a decision as to whether to grant access in the JIRA ticket, with the comments only viewable to UnivRS support board personnel. Outcomes may include:

- a) If the decision is to authorize the request, the JIRA ticket is re-assigned to the UnivRS Team member to set up, modify or remove the user account in UnivRS, as instructed.
 - b) If the decision is to not authorize the request, the Research Data Steward Delegate will follow-up with the user via the e-mail option within JIRA (allowing correspondence trail to be fully tracked in the JIRA system). The ticket is closed by the Research Data Steward Delegate, when necessary.
6. In situations where a user account is set-up, modified or removed (as per step 5a), a comment is logged by the UnivRS Team member. For new users being granted access, the UnivRS Team member typically sends the template email message (see Appendix A) to the new user and the UnivRS Training Specialist (univrs.training@usask.ca) is copied for awareness purposes. Note that the Research Data Steward Delegate may need to follow-up in situations where the original request and the user account set-up varied, such as another role being removed/added.
 7. The JIRA ticket is closed, with the JIRA system functioning as a repository for the initial request form, as well as all correspondence relating to the process.

Note: In some circumstances, an individual may require access to a Researcher role, but it was not automatically assigned to them (e.g. Professor Emeritus). Such requests can be sent directly to univrs.support@usask.ca and the UnivRS: Access Form is not required.

MONITORING OF USER ACCESS

Although the provision of user access is relatively straightforward (see above), ongoing maintenance of user access needs to be considered as user statuses change, especially as users transfer from one internal department to another, leave the university, or have their affiliations to the university change.

Besides user and/or user supervisors keeping the UnivRS Team proactively informed as to modifications needed to existing access through the above access form (administrative roles), there is a connection between UnivRS and other authentication and access management systems which provides updates to employment status changes for users that have any employment relationship with the university. A business unit staff member (OVPR) functioning in a Validator role can analyze this information to help better manage access changes required for these personnel. ***Note that this process is still under development.***

For individuals who have no employment relationship with the university, but have access to UnivRS through an affiliation with the university (e.g. Adjunct Professor, Professor Emeritus), a process is being developed to monitor access based on obtaining regular affiliation/appointment lists from the administrative source units. ***Note that this process is still under development.***

A user management report is available to support the monitoring of user access. ***Note that a process to proactively review this report is still under development.***

DELEGATION OF ROLES

Users are able to delegate their roles to other users of the system. As a delegation cannot be specified for a defined period of time, there is a responsibility placed on each individual to manage any delegations made and to remove them if they are no longer appropriate. This becomes more complex to monitor and manage institutionally when the status of a user changes.

A user delegation report is available to assist with monitoring what delegations have been made and whether they are appropriate from a business perspective. ***Note that an established process to determine how to most effectively manage this process is still under development.***

APPENDIX A

Colleague,

As requested, you have been provided access to the following role(s) in UnivRS: **< insert role(s) here>**.

Below please find some information that you may find useful:

- **Login:** Login to UnivRS using your NSID and password (same as PAWS) at: <https://univrsapp.usask.ca/converis/secure/client/login>. The preferred browser is Mozilla Firefox.
- **Resources:** Access information guides, training sessions and FAQs at: <https://www.usask.ca/univrs-resources>. You may also contact univrs.training@usask.ca to discuss personalized training for the Pre-and Post-Award Management module in UnivRS.

If you have received this message in error and/or were provided access to a role(s) that was not requested, please contact us immediately at: univrs.support@usask.ca.

Thank you,

UnivRS Team

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E-mail: univrs.support@usask.ca

Hours: 8:00 AM to 4:30 PM, Monday through Friday (except when the University is closed due to holidays) All requests submitted to the UnivRS team are logged and responded to as soon as possible. If you require a response within a specific time frame, please provide this information in your request.