UTSA

DEFINE Annual Security Certification

Instructions: The Electronic Office Manager (EOM) must review the DEFINE Annual Security Certification Report as instructed below. If changes to an employee's access are needed, e.g., update or remove command authorizations, routing changes or signature authorizations, a new DEFINE Departmental User Access Form must be completed. Once your review is completed, sign this form and return to DEFINE Administrative Services or send a scanned copy via email to DEFINE.Services@utsa.edu, by the due date that appears in the report distribution email. For more information, see the DEFINE Annual Certification FMOG.

The **DEFINE Annual Certification Report** outlines the security structure outlined for your area. Review the following information within the report for accuracy:

Section I   Electronic Office Structure identifies Office Manager and Office Delegates
Office Manager is the unit administrator and primary individual responsible for authorizing security access for the DEFINE processing functions.
Office Delegate is assistant to the Office Manager for review of access reports
Desk Name identifies the electronic desk/s associated with the Office Title
Individuals on Desk identifies employees assigned to each electronic desk

Section II   Command Authorizations describes the authorized access to specific command functions, for each electronic desk

Section III   Routing Authorization identifies the Departmental routing for electronic DEFINE documents

Section IV   Signer authorization identifies the individuals who can provide departmental approvals for the DEFINE functions listed in Section II

Certification

I have reviewed the Electronic Office Information contained in sections I-IV of the DEFINE Annual Security Certification Report.

No Changes Necessary ˙&@&\ᴁ[¢D   **Changes Necessary** ˙&@&\ᴁ[¢D

Note: Any changes require a DEFINE Departmental User Access Form to be completed and forwarded with this Certification. Form can be found on the following website:

http://www.utsa.edu/financialaffairs/Forms/details.cfm?form_number=10

Electronic Office Name: _____   (Enter Office Name from Section I of report)

Printed Name of Office Manager: _____   (Enter Office Manager Name from Section I of report)

Office Manager Signature: _____

Date: _____