



WELCOME TO THE ANNUAL DEPARTMENT SECURITY OFFICER BRIEFING

March 6, 2014

COMMONWEALTH OF MASSACHUSETTS

- OFFICE OF THE COMPTROLLER
- INFORMATION TECHNOLOGY DIVISION



Follow us
on Twitter
[@MA_Comptroller](https://twitter.com/MA_Comptroller)



Agenda

- Welcome Remarks, Annual Update, MMARS 3.9 Preview
 - Scott Olsen (CTR), Director of Department Assistance.
- Emerging Cyber Threats and State Agency Remediation Efforts
 - Kevin Burns (ITD), Commonwealth Chief Information Security Officer.
- OSD COMMBUYS Overview
 - Paul Short (OSD), COMMBUYS Functional Lead.
- CTR Security Update - MMARS
 - Dan Frisoli (CTR), Security Administrator.
- CTR Security Update - HR/CMS and DSO Tools
 - Lenny Montone (CTR), Security Analyst.
- Wrap Up and Questions



CTR ANNUAL SECURITY UPDATE

Scott Olsen

Director of Department Assistance Bureau

Office of the Comptroller



Security Officer Responsibilities

- Obtain UAIDs
- Assist Management in identifying roles for personnel
- Assist Management in identifying individuals as Authorized Signatories

Request access and assign roles for HR/CMS, CIW, and DocDirect via the ITD InTempo application

Request access and assign roles for MMARS using the UDOC MMARS transaction.



Security Officer Responsibilities

- Process role and DHSA changes using the UDOC MMARS transaction.
- Attend all Security related meetings and training sessions,
- Periodically reminds staff of the responsibilities related to security access, Administrator role responsibilities, electronic signatures for MMARS documents and the duty to comply with state finance law.
- Maintain communication with the Security Administration Unit in the Office of the Comptroller (CTR) and ITD on all security related issues.



Security Officer Responsibilities

- Monitor the Department's organization for any changes that should impact a user's access, such as termination of an employee or changes to an employee's duties.
- Notify CTR of any situation which requires immediate deactivation of a user's access to MMARS and HR/CMS.
- Notify ITD of any situation which requires immediate deactivation of a user's access to CIW, InTempo, and Doc Direct.



Security Officer Responsibilities

- Perform password resets for users in the department as needed.
- Complete the Annual Department Security Officer Review of Enterprise Security Systems for staff access.
- Facilitate the Annual Department Head Approval of Enterprise Systems Security during the Close/Open period.....



Security Officer Responsibilities

...and your regular day job.

Thank You!





DEPARTMENT HEAD ANNUAL SECURITY REVIEW AND APPROVAL



Department Head Security Review and Approval



- Review of systems security is key to assuring that access reflects current responsibilities and changes in personnel
- Formally two times a year
- Reports available monthly



Annual Department Head Security Review and Approval

- Announced via Fiscal Year Memo in May
- Due by June 27th

- MMARS/LCM
 - SECMMARS
- HR/CMS
 - SECHRCMS
- CIW
 - SECCIW
- InTempo
 - SECINTEM



Security Reports

- SECMMARS, SECHRCMS, SECCIW, SECINTEM
 - Run Monthly, twice during review periods
- Access can be granted to Dept Heads, CFOs, and Primary DSOs
- Granting access to SEC reports is DSO responsibility



Department Head Security Review and Approval

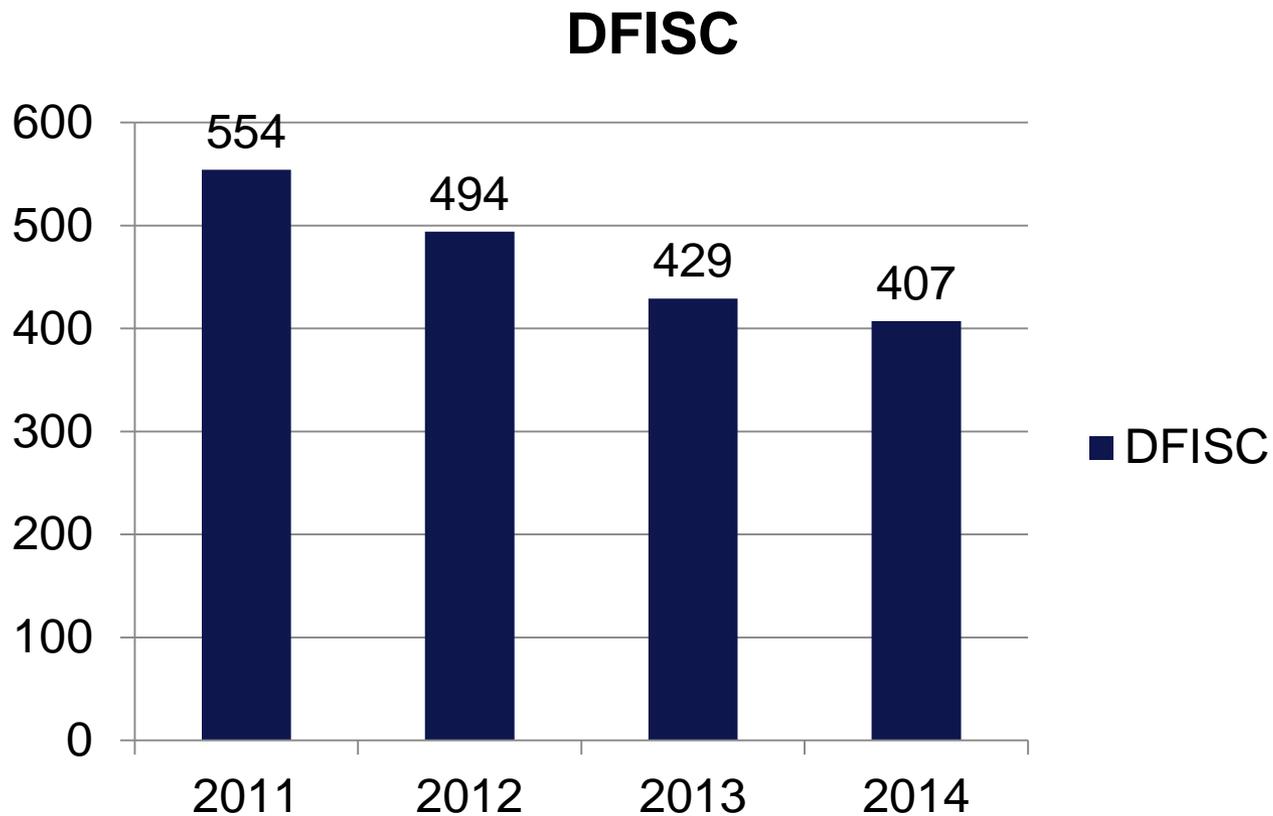


- Certification must come directly from the Department Head, either as an e-mail from their account or as a hard copy with the Department Head's signature. Use the Department Head Annual Approval of Statewide Enterprise Systems Security Form
- Latest enterprise security reports available via DocDirect
- The Comptroller's Office for MMARS or HR/CMS issues Dan Frisoli (617) 973-2614 or Lenny Montone (617) 973-2570
- ITD for CIW and InTempo, CommonHelp (866) 888-2808



DFISC - Fiscal Admin for All Functions

- Reduce DFISC as part of annual review





DFISC - Fiscal Admin for All Functions

- All requests for DFISC will be rejected
- DSOs should work with management, and CTR Security Unit, to determine the appropriate roles for users

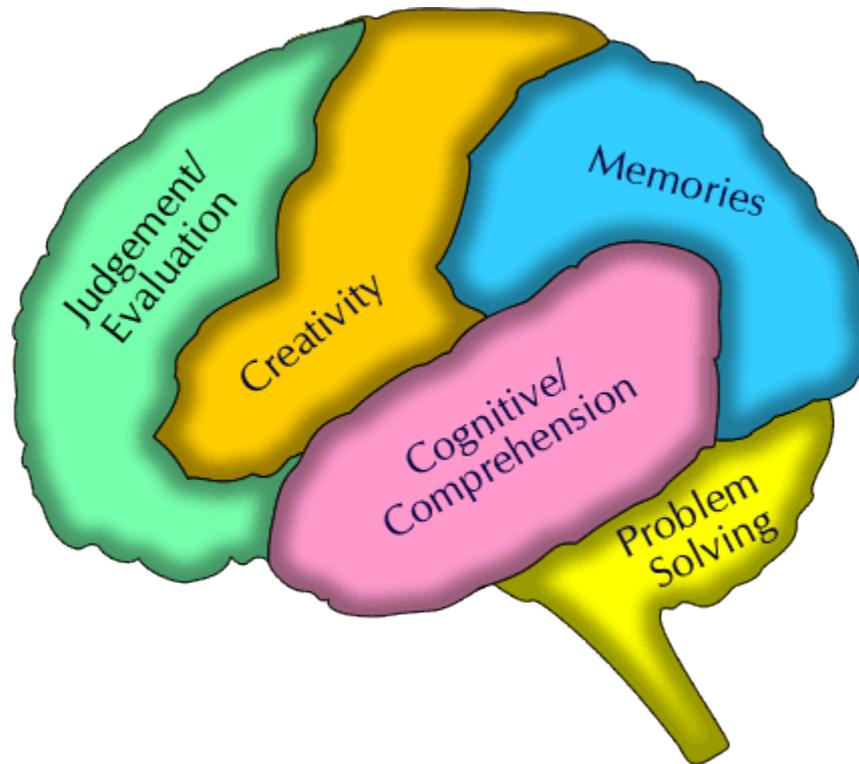


PASSWORD MANAGEMENT



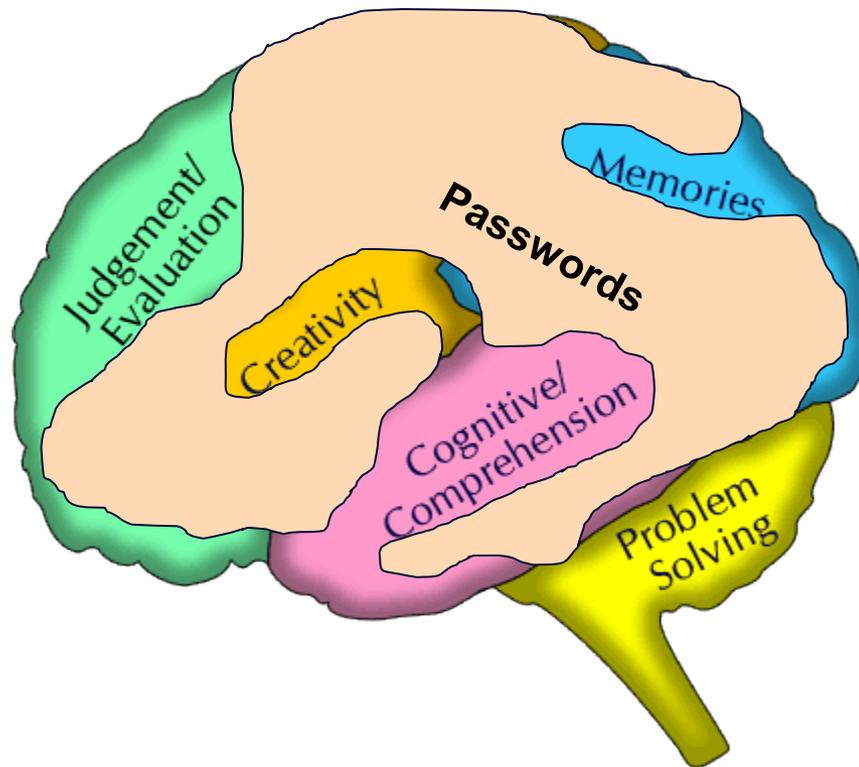


1995 Brain Map





2014 Brain Map





(@n Y0u R3@d Th1\$?)

- Use a strong password containing numbers, letters and special characters
- Don't be obvious (names, birthdays, SS#)
- Change it regularly
- Don't let the browser save or "remember" passwords
- Don't just change the last # (i.e. redsox01, redsox02, redsox03.....)



Password Management

- Sharing of security system IDs (UAIDs, passwords, etc.) is prohibited
- See Security Guide for password conventions

WORST PASSWORDS OF 2012

rank	password	change from 2011
#1	password	—
#2	123456	—
#3	12345678	—
#4	abc123	⬆️1
#5	qwerty	⬇️1
#6	monkey	—
#7	letmein	⬆️1
#8	dragon	⬆️2
#9	111111	⬆️3
#10	baseball	⬆️1



legend:

unchanged — up ⬆️# down ⬇️#





WORST PASSWORDS OF 2013

rank	password	change from 2012
#01	123456	⬆️1
#02	password	⬇️1
#03	12345678	—
#04	qwerty	⬆️1
#05	abc123	⬇️1
#06	123456789	new
#07	111111	⬆️2
#08	1234567	⬆️5
#09	iloveyou	⬆️2
#10	adobe123	new



legend:

unchanged — up ⬆️# down ⬇️#





Fraud Awareness and Prevention

- Group Training conducted for Departments
- We will work with you to deliver customized training

Comptroller.Info@State.MA.US



Social Media - TMI?



More than 11.6 Million victims of identity fraud in 2011

- 68% of social media users share their birthday
- 63% share their high school name
- 30% share their phone number or pet's name
- *All commonly used to verify identity*



- 7% of smartphone owners became a victim of identity theft at least once
 - 33% higher incidence than non smartphone owners
- Why?
 - 32% do not update their operating system when available
 - 62% do not use a password on the homescreen
 - 32% save login information on their device



The Worst Password?

- Not having one....





Emergency Deletions

- Contact us via phone with any emergency deletion requests
- CTR will immediately deactivate and ask for email as authorization



What Tools Do You Need?

- Security Guide in PartnerNet
- Security ConTRol Newsletter
- Quarterly briefings via webcast
- Orientation with the Security Team
- Post-briefing survey



We're Always Here to Help!

- CTR Helpdesk 617-973-2468
- Comptroller Security Mailbox
 - SecurityRequest@State.MA.US



Follow us
on Twitter

@MA_Comptroller



MMARS 3.9 UPGRADE PROJECT UPDATE



Upgrade History

- Implementation of Advantage: May 2004
- Upgrade to 3.5: May 2005
- Upgrade to 3.7: October 2008
- Upgrade to 3.9.0.1: May 2014



3.7 MMARS Document Catalog

MMARS Commonwealth of Massachusetts

Welcome SCOTT OLSEN Chart of Accts Budget Vendor/Custom

- Financials Production
- ▶ Message Center
- ▼ Search
 - Page Search
 - Document Catalog**
- ▶ History
- ▶ Favorites
- ▶ Administration
- LCM Production
- Security Admin

Document Catalog

[Create](#)

▼ Document Identifier

Code : Unit :

Dept. : ID :

▶ User Information

▶ Document State

[Browse](#) [Clear](#)

[Open](#) [Validate](#) [Submit](#) [Copy](#)

Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
------	-------	------	----	----------	---------	----------	-------	--------	------	---------	--------	--------

First Prev Next Last

[Menu](#)



3.9 MMARS Document Catalog

MMARS Commonwealth of Massachusetts

Welcome, SCOTT OLSEN | [Chart of Accts](#) | [Budget](#) | [Vendor/Customer](#)

**** 3.9 MPSYS ****

- Message Center
- Search
 - Page Search
- Document Catalog**
- History
- Favorites
 - ** LCM MPSYS 3.9.0.1 **
 - ** Admin MPSYS 3.9.0.1 **

Document Catalog

[Create](#)

▼ **Document Identifier**

Code: Unit:

Dept.: ID:

▶ **User Information**

▶ **Document State**

[Browse](#) [Clear](#)

[Open](#) [Validate](#) [Submit](#) [Copy](#)

Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
First Prev Next Last												

[Menu](#)



3.7 MMARS Page Search

Page Search

Category :

Page Type :

Description :

Page Code :

[Browse](#) [Clear](#)

	Description	Page Code
✓	1099 Date and Document Parameters Table	1099D
	1099 Reporting Information	1099I
	1099 Processing Options and Control	1099P
	1099 Reported Income	1099R
	Allowable Accounting Periods for Document Code	AAPDC
	Bank Account Balance	ABAL
	ABC Classification Parameter	ABCP
	Accounting Based Document Lapse	ABDL
	Activity Category	ACAT
	Activity Class	ACLS

[First](#) [Prev](#) [Next](#) [Last](#) [Open With Data](#)



3.9 MMARS Page Search

Page Search

Category :

Page Type :

Description :

Page Code :

[Browse](#) [Clear](#)

	Description	Page Code
✓	1042-S Reporting Information	1042I
	1042-S Reported Income	1042R
	1042-S Type of Income	1042T
	1042-S Withholding Allowance	1042W
	1099 Reporting Classification	1099CL
	1099 Date and Document Parameters Table	1099D
	1099 Backup Withholding Exemption	1099E
	1099 External Reported Income	1099ER
	1099 Reporting Information	1099I
	1099 Reporting Information Pick	1099ICST

First Prev [Next](#) [Last](#)



3.9 Tab View

MMARS Commonwealth of Massachusetts

Jump to: Home Personalize Accessibility App Help About

Welcome, SCOTT OLSEN | [Chart of Accts](#) | [Budget](#) | [Vendor/Customer](#) | [Procurement](#) | [Accts Payable](#) | [Accts Receivable](#) | [Cost Acctg](#) | [Fixed Assets](#) | [Payroll](#)

General Accounting Encumbrance(GAE) | Dept: OSC | ID: 012606MCLEFREEDOMINF | Ver.: 1 | Function: New | Phase: Final | Modified by oscaaj , 01/26/2006

Header List View

General Information | [Contract Details](#) | [Extended Description](#) | [Contact](#) | [Document Information](#)

Document Name: MCLE	Billing Location:
Record Date: 01/26/2006	Shipping Location:
Budget FY: 2006	Delivery Date:
Fiscal Year: 2006	Cited Authority:
Period: 7	Actual Amount: \$20.00
Document Description: Freedom of Info Act, Public Records & Privacy Issues	Closed Amount: \$20.00
	Closed Date: 02/06/2006
	Open Amount: \$0.00
	Open Accrual Amount:
	Referenced Amount: \$20.00

Vendor	Total Lines: 1	Vendor Line: 1	Vendor Customer: VC6000160859	Legal Name: MA CONTINUING LEGAL EDUC INC	
Accounting	Total Lines: 1	Accounting Line: 1	Line Amount: \$20.00	Line Open Amount: \$0.00	
Posting	Total Lines: 1	Posting Line: 1			

Edit Copy Copy Forward Discard Print **Processing** **Workflow** **File** Close



3.9 List View

MMARS Commonwealth of Massachusetts

Welcome, SCOTT OLSEN

Jump to: Home Personalize Accessibility App Help About

Chart of Accts | Budget | Vendor/Customer | Procurement | Accts Payable | Accts Receivable | Cost Acctg | Fixed Assets | Payroll

General Accounting Encumbrance(GAE) Dept: OSC ID: 012606MCLEFREEDOMINF Ver.: 1 Function: New Phase: Final Modified by oscaaj , 01/26/2006

Header

[List View](#)

General Information | Contract Details | Extended Description | Contact | Document Information

Document Name: MCLE

Record Date: 01/26/2006

Budget FY: 2006

Fiscal Year: 2006

Period: 7

Document Description: Freedom of Info Act, Public Records & Privacy Issues

Billing Location:

Shipping Location:

Delivery Date:

Cited Authority:

Actual Amount: \$20.00

Closed Amount: \$20.00

Closed Date: 02/06/2006

Open Amount: \$0.00

Open Accrual Amount:

Referenced Amount: \$20.00

Vendor	Total Lines: 1	Vendor Line: 1	Vendor Customer: VC6000160859	Legal Name: MA CONTINUING LEGAL EDUC INC
Accounting	Total Lines: 1	Accounting Line: 1	Line Amount: \$20.00	Line Open Amount: \$0.00
Posting	Total Lines: 1	Posting Line: 1		

Edit Copy Copy Forward Discard Print Processing Workflow File Close



3.9 List View

MMARS Commonwealth of Massachusetts

Welcome, SCOTT OLSEN

Jump to:

Chart of Accts | Budget | Vendor/Customer | Procurement | Accts Payable | Accts Receivable | Cost Acctg | Fixed Assets | Payroll

General Accounting Encumbrance(GAE) Dept: OSC ID: 012606MCLEFREEDOMINF Ver.: 1 Function: New Phase: Final Modified by oscaaj , 01/26/2006

Header

General Information

Document Name: MCLE

Record Date: 01/26/2006

Budget FY: 2006

Fiscal Year: 2006

Period: 7

Document Description: Freedom of Info Act, Public Records & Privacy Issues

Billing Location:

Shipping Location:

Delivery Date:

Cited Authority:

Actual Amount: \$20.00

Closed Amount: \$20.00

Closed Date: 02/06/2006

Open Amount: \$0.00

Open Accrual Amount:

Referenced Amount: \$20.00

Contract Details

Obligation Amt Adjusted for Outyear:

Outyear Adjustments Amount:

Available to Obligate Amount:

Extended Description

Extended Description:

Vendor	Total Lines: 1	Vendor Line: 1	Vendor Customer: VC6000160859	Legal Name: MA CONTINUING LEGAL EDUC INC
Accounting	Total Lines: 1	Accounting Line: 1	Line Amount: \$20.00	Line Open Amount: \$0.00
Posting	Total Lines: 1	Posting Line: 1		



3.9 Document Navigator

MMARS Commonwealth of Massachusetts

Welcome, SCOTT OLSEN

Jump to:

Chart of Accts | Budget | Vendor/Customer | Procurement | Accts Payable | Accts Receivable | Cost Acctg | Fixed Assets | Payroll

General Accounting Encumbrance(GAE) | Dept: OSC | ID: 012606MCLEFREEDOMINF | Ver.: 1 | Function: New | Phase: Final | Modified by oscaaj, 01/26/2006

Document Navigator

- Header
- Vendor
- Accounting
- Posting

Header

General Information

Document Name: MCLE

Record Date: 01/26/2006

Budget FY: 2006

Fiscal Year: 2006

Period: 7

Document Description: Freedom of Info Act, Public Records & Privacy Issues

Billing Location:

Shipping Location:

Delivery Date:

Cited Authority:

Actual Amount: \$20.00

Closed Amount: \$20.00

Closed Date: 02/06/2006

Open Amount: \$0.00

Open Accrual Amount:

Referenced Amount: \$20.00

Contract Details

Obligation Amt Adjusted for Outyear:

Available to Obligate Amount:

Outyear Adjustments Amount:

Extended Description

Extended Description:

Vendor	Total Lines: 1	Vendor Line: 1	Vendor Customer: VC6000160859	Legal Name: MA CONTINUING LEGAL EDUC INC
Accounting	Total Lines: 1	Accounting Line: 1	Line Amount: \$20.00	Line Open Amount: \$0.00
Posting	Total Lines: 1	Posting Line: 1		



QUESTIONS?

Scott.Olsen@state.ma.us

617-973-2360



EMERGING CYBER THREATS AND STATE AGENCY REMEDIATION EFFORTS

Kevin Burns

Commonwealth Chief Information Security Officer



COMMBUYS OVERVIEW

Paul Short

OSD COMMBUYS Functional Lead



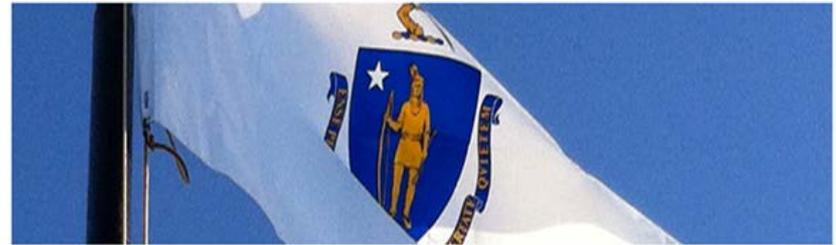
Overview of COMMBUYS



What is COMMBUYS?

It is the Commonwealth of Massachusetts' Executive Office for Administration and Finance, Operational Services Division(OSD) web-based Electronic Procurement and Purchasing System, referred to as COMMBUYS.

COMMBUYS will replace the existing Commonwealth Procurement Access & Solicitation System (Comm-PASS) bid solicitation system with a fully functional and integrated eProcurement system.



COMMBUYS puts Commonwealth agencies in the driver's seat, fully automating the procurement process and supporting data-driven business decisions.



Project Schedule



OPERATIONAL SERVICES DIVISION



COMMBUYS Go Live Phase I
March 24, 2014
 (Comm-PASS retired)

COMMBUYS Phase II
September 2014

Winter - Summer 2015

Summer 2013

- Contract awarded (June) and project launched
- Team ramp up
- Application review

Fall 2013

- Functional requirements and design
- Agency readiness program launched
- Vendor outreach campaign launched

Winter 2014

- Application configuration and User Acceptance Testing
- End User training
- Agency readiness program continues

Spring/Summer 2014

- Build interfaces to MMARS and other systems
- Ongoing End User training
- Ongoing outreach to municipal governments and other eligible entities



Procurement Policy Update



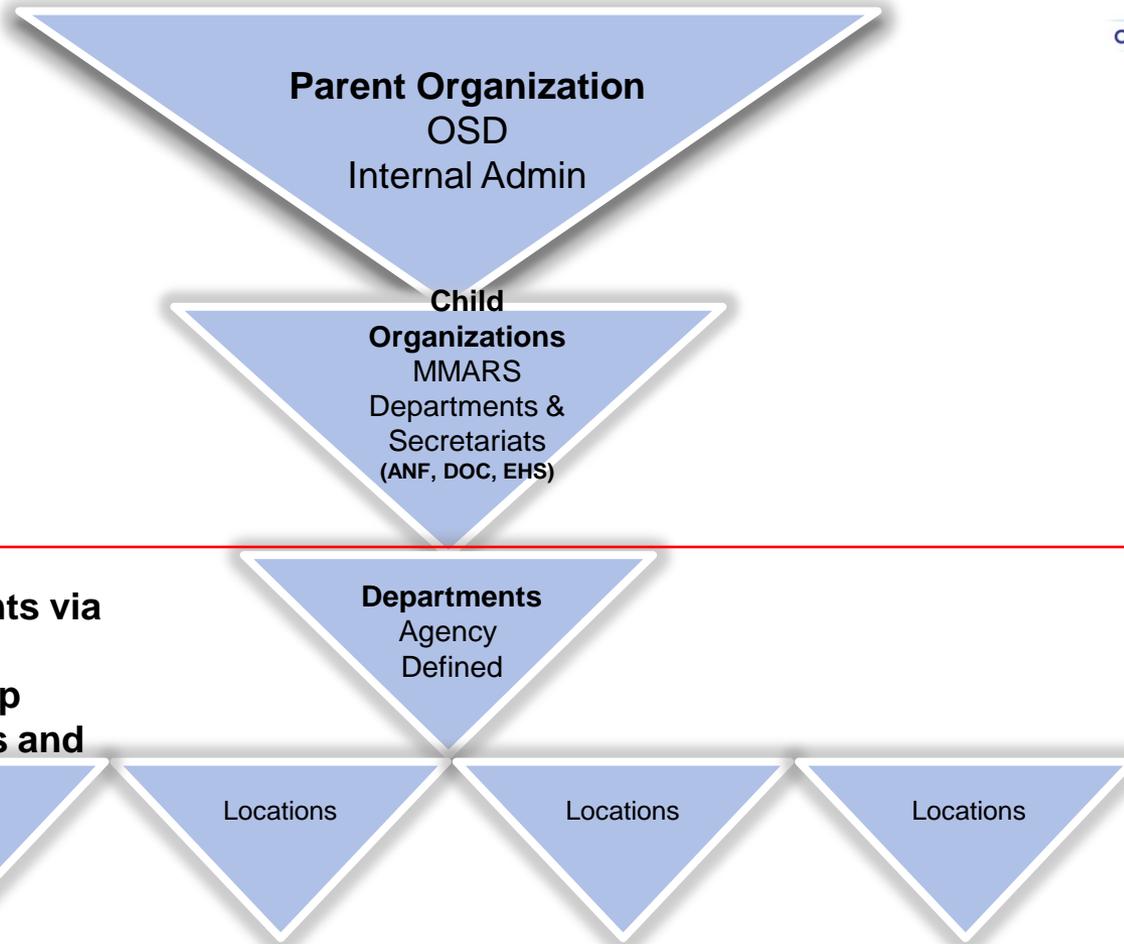
The way departments currently do business with OSD is not changing.

- Procurement policy will be expanded to Include the new functionality of the system.
- Existing State Finance Law is not changing.
- COMMBUYS is a new system tool departments will use for procurement and purchasing.
- Existing guidelines pertaining to DHSA and wet signature authorization will not change.





Organizational Structure

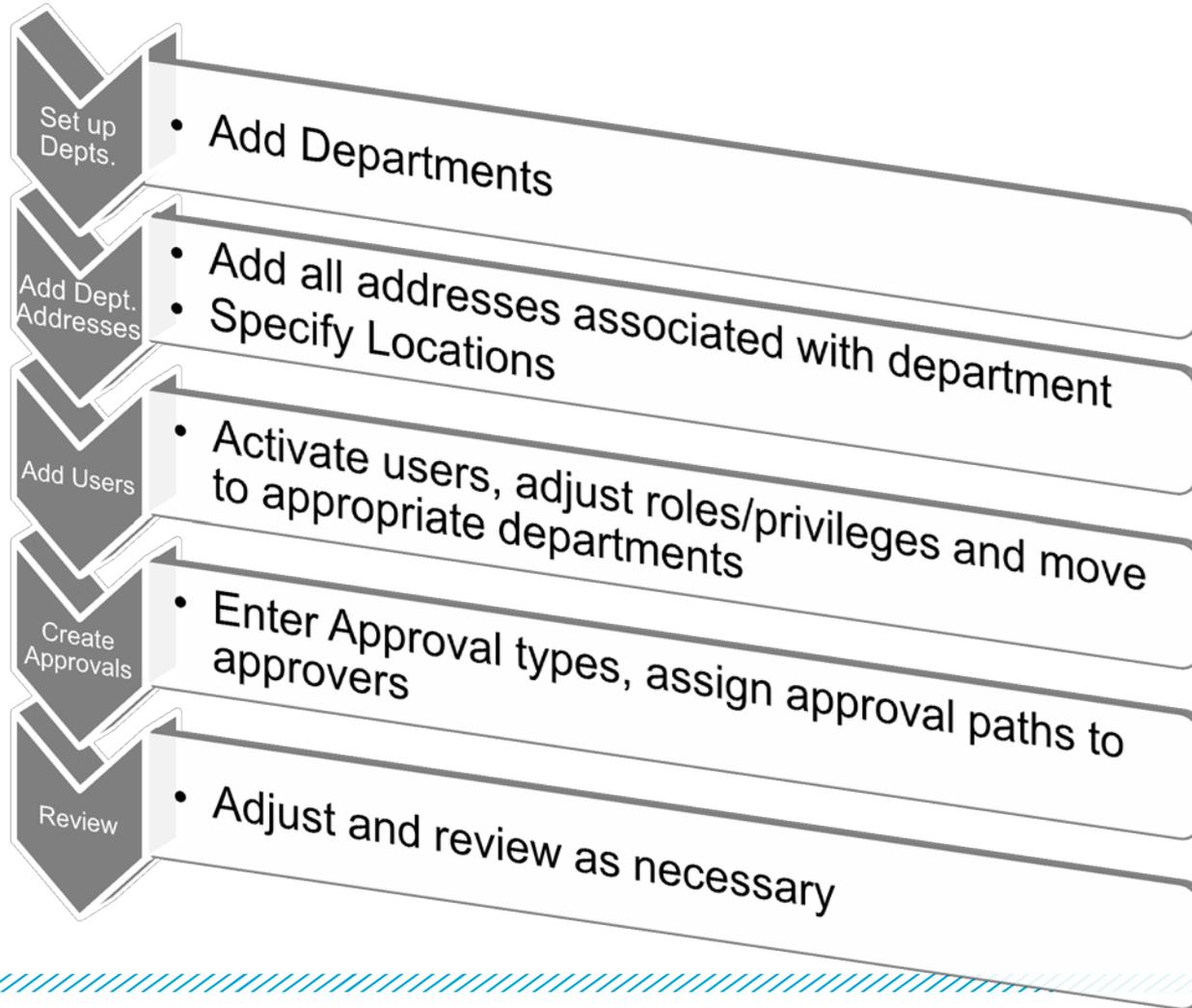


Preloaded into Commbuys

The MMARS Departments via their Organization Administrator will set-up Departments, Locations and Users



Departmental/OA Basic Set-up Tasks



User Roles in COMMBUYS



OPERATIONAL SERVICES DIVISION

ROLE	Function
Internal Administrator	<ul style="list-style-type: none"> OSD only role; Internal Administrators serve as the top-level administrator within the system and are able to determine which organizations and vendors have access to the system, as well as to manage centralized document and accounting settings, access restrictions and the look and architecture of the system.
Organization Administrator	<ul style="list-style-type: none"> Set-up users in the procurement process for an organization, including its Departments, Locations, users and approval paths. Procurement managers have the role of Organization Administrator.
Basic Purchasing (BP)	<ul style="list-style-type: none"> Create and view all purchasing documents including Requisitions, Receipts, Purchase Orders, Bids and their related documents such as Amendments and Change Orders.
Department Access (DA)	<ul style="list-style-type: none"> Create Requisitions and/or approve the Requisitions of others. Generates requisitions, solicitations off SWC/ blankets
Inquiry	<ul style="list-style-type: none"> View documents for their Organization, but are unable to control or edit any document. Auditors are given the Inquiry role. Can view fully executed documents (does not include drafts or documents in the process of scoring) but does not allow them to make any changes or take any actions that impact documents or related processes. <p><i>* The difference between what a public user can see and what an Inquiry user can see is that public users never see any requisitions, receipts(phase 2) or the approval audit trail internal to the purchasing organization – using the public view they only see Bids, Contracts and Bid Award.</i></p>



Document Types



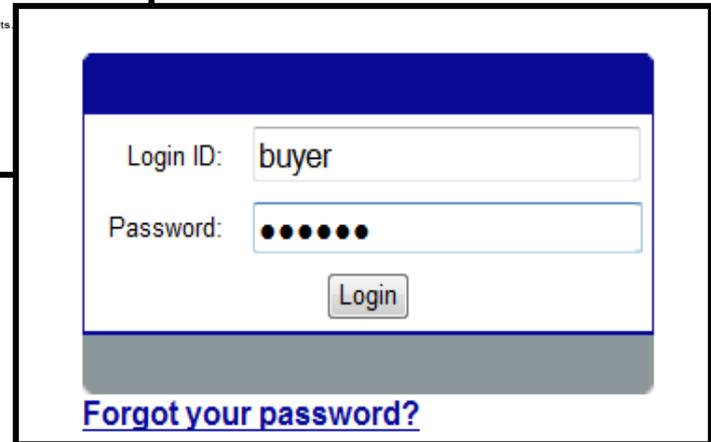
Name	Types
Requisitions	<ul style="list-style-type: none">• Release: is a purchase from a Master Blanket Purchase Order/Contract• Open Market: is not on a Master Blanket Purchase Order/Contract• RPA: is for emergency purchases
Bids	<ul style="list-style-type: none">• Open: any vendor can submit a response• Closed: only selected vendors can see a bid
Purchase Orders	<ul style="list-style-type: none">• Open Market: refers to procuring goods or services not on a contract• Blanket: is the terminology for a contract• G2B: is a punchout catalog• Change Order: request to change a Purchase Order



Initial COMMBUYS Login



- [https://www.training.commbuys.com/bsom/](https://www.training.commbuys.com/bsombuys.com/bsom/)
- COMMBUYS login page
- Enter a Login ID / Password
- Click the **Login** button





DAN FRISOLI

Security Administrator
Department Assistance Bureau
Office of the Comptroller



MMARS SECURITY REQUESTS AND MMARS PASSWORD RESETS

UDOC / UDOCPR



UDOC = User Maintenance Document

- Online **MMARS** Document for use by Security Officers
- Created in MMARS Financial from the Doc Catalog
- Add/Update/Delete MMARS Security Roles, Signature Authority (DHSA) and Directory Information for MMARS Users
- Make all changes for a given user at a given time with one UDOC
- UDOCs are submitted into a pending state by the DSO and are then reviewed by the CTR Security Unit
- 24 Hour turn-around. Usually same Day.



How to Add a new user profile to MMARS

- Step 1: Request UAID and “NEW MMARS” Application via **InTempo**
- Step 2: Obtain MMARS Security Roles and DHSA to be assigned to the new user from department management
- Step 3: Create a UDOC in MMARS
- Step 4: Enter UAID (in lower case) obtained from InTempo along with name, email, phone, Security Roles and DHSA if any
- Step 5: Validate and Submit for approval by CTR



Security Request Form



COMMONWEALTH OF MASSACHUSETTS MMARS Security Request Form *For Departmental Internal Use Only*

Security Request Type
<input type="checkbox"/> New
<input type="checkbox"/> Change
<input type="checkbox"/> Delete (User)

Department Code: _____ UAID: _____
 Last Name: _____ First Name: _____
 Employee ID: _____ Telephone: _____ Ext: _____
 Locality: _____ E-Mail: _____

Previous UAID: _____ (Please supply this UAID if the user has transferred from another Department)

AUTHORIZED SIGNATORY DESIGNATIONS

Add Del

- ACCOUNTS PAYABLE
- ACCOUNTS RECEIVABLE
- BUDGET
- FIXED ASSETS
- PROCUREMENT
- TRUST
- VENDOR/CUSTOMER
- PAYROLL

Add Del

- AUTHORIZED CHARGEBACK
- FISCAL - ALL FUNCTIONS
- CREDIT CARDS
- INTERFACE
- LCM ADJUSTMENTS
- LCM LABOR DEFAULT/EXCEPTIONS
- LCM RULES
- LCM - ALL FUNCTIONS

MMARS SECURITY ROLES

Add Del

- ALL SCAN DEPARTMENT (DSCAN)
- ALL SCAN STATEWIDE (DSCSW)
- ACCOUNTS PAYABLE USER (DAPU)
- ACCOUNTS PAYABLE ADMINISTRATOR (DAPA)
- ACCOUNTS RECEIVABLE USER (DARU)
- ACCOUNTS RECEIVABLE ADMINISTRATOR (DARA)
- BUDGET USER (DBGU)
- BUDGET ADMINISTRATOR (DBGA)
- FIXED ASSETS USER (DFAU)
- FIXED ASSETS ADMINISTRATOR (DFAA)
- PROCUREMENT USER (DPROU)
- PROCUREMENT ADMINISTRATOR (DPROA)
- TRUST USER (DTRSU)
- TRUST ADMINISTRATOR (DTRSA)
- VENDOR/CUSTOMER USER (DVCU)
- VENDOR/CUSTOMER ADMINISTRATOR (DVCA)
- AUTHORIZED CHARGEBACK ADMIN (DACA)
- FISCAL ADMINISTRATOR - ALL FUNCTIONS (DFISC)
- SECURITY OFFICER (DSO)

MMARS LCM-SPECIFIC

Add Del

- SCAN ALL (Includes Labor History) (LSCII)
- SCAN LIMITED (Does not include Labor History) (LSCIL)
- ADJUSTMENTS USER (LADJU)
- ADJUSTMENTS ADMINISTRATOR (LADJA)
- LABOR DEFAULT/EXCEPTIONS USER (LLDEU)
- LABOR DEFAULT/EXCEPTIONS ADMIN (LLDEA)
- RULES USER (LRULU)
- RULES ADMINISTRATOR (LRULA)
- LCM ADMINISTRATOR - ALL FUNCTIONS (LALLF)

MMARS INTERFACE ROLE (For Interface Dept. Only)

Add Del

- INTERFACE

Comments / Requests:

I certify that the Department Head has personally approved any requests for Administrator roles and Department Head Signature Authorization designations. This approval is maintained as part of Department Internal Controls.

For Departmental Internal Use Only. Do Not Submit to CTR Security Unit. All Security Requests Must be Processed Via the MMARS UDOC Transaction.



How to Update an existing MMARS user

- Step 1: Create a UDOC
- Step 2: Enter the UAID in lower case and select populate from existing user
- Step 3: Make all changes in one UDOC
 - Update last name, phone, email, location
 - Add/remove security roles
 - Add/remove DHSA
- Step 4: Validate and Submit for approval by CTR



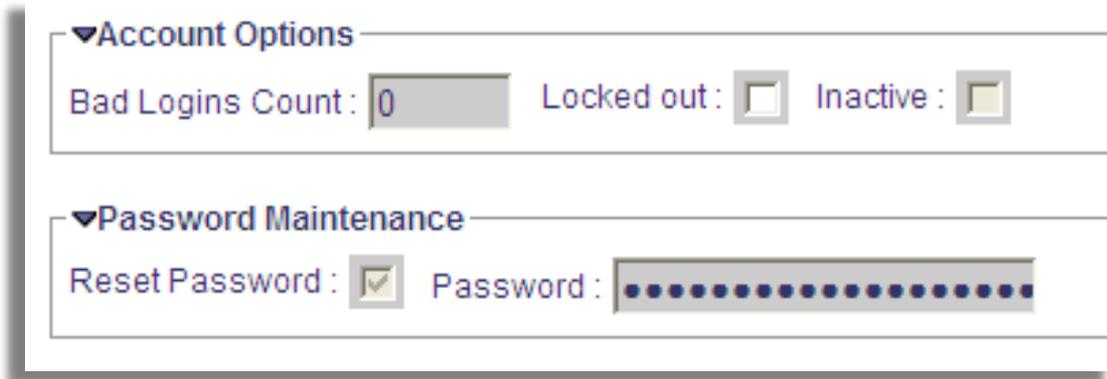
How to Deactivate a MMARS user

- Step 1: Submit a “Delete” request in InTempo. Or if only removing MMARS access submit an InTempo request and remove the “NEW MMARS” application
- Step 2: Create a UDOC
- Step 3: Enter the UAID in lower case and select populate from existing user
- Step 4: Check the Locked Out and Inactive boxes
- Step 5: Uncheck any signatory flags and check NONE
- Step 6: Select the DELETE radio button for every role listed.
- Step 7: Validate and Submit for approval by CTR



UDOCPR – MMARS Password Resets

- Do NOT use UDOC for password resets, use UDOCPR
- Does not workflow
- Communicate with your user
- 8 characters, alpha - numeric



▼Account Options

Bad Logins Count: Locked out: Inactive:

▼Password Maintenance

Reset Password: Password:



Webcasts for UDOCs





QUESTIONS?



THE END OF DFISC



DFISC Security Role

- DFISC allows the assignee to submit most MMARS Financial transactions and to edit some department related MMARS pages.
- Most users do not need to be able to enter every available MMARS document.





Eliminate DFISC

- Our goal is to completely eliminate DFISC by the end of this year
- ALL future DFISC requests will be rejected
- We will recommend specific security roles based on the needs of the given user
- Talk to the users who have DFISC
- Use warehouse queries and doc direct reports to see how users are using MMARS
- Assign security roles designed for specific job duties



Replace DFISC with these roles

Security Role ID	Description
ACTPL_EDIT	Accounting Template Edit
DAPA	Accounts Payable Administrator
DARA	Accounts Receivable Administrator
DBGA	Budget Administrator
DFAA	Fixed Asset Administrator
DPROA	Procurement Administrator
DTRSA	Trust Administrator (Only used by Schools)
DVCA	Vendor Customer Administrator
SIGENTRY	SIG UI Page Entry - Non DFISC Departmental Users



MMARS SECURITY DATA IN THE COMMONWEALTH INFORMATION WAREHOUSE (CIW)



CIW

MMARS Security Views

- Department Heads, CFOs and DSOs are allowed access to Security Views
- View security for users in your department
- View Signature authority for users in your department
- Tool to ensure segregation of duties



CIW Security Role

Request the NM_SECURITY_DEP role via InTempo. Type directly into the comments section of the Warehouse tab.

"NM_SECURITY_MD" for multiple departments.



Current MMARS User Profile View

- UAIDs, Names, Dept Codes, Location Codes
- Phone numbers and emails
- Security Roles & Workflow Roles
- Department Head Signature Authorization (DHSA)



Starter Queries Available

- All Active Users w/ Security Roles
- All Active Users by Locality
- Roles by UAID
- Roles by Name
- DHSA by UAID
- Accounts Payable Signature Authority
- Users who can Submit Payments
- OTHERS



CIW

MMARS User Activity Views

- Department Heads, CFOs and DSOs are allowed access to User Activity Views
- Used to track user activity in MMARS
- Used to determine appropriate security access.
- Reduce the use of powerful roles such as DFISC
- Tool to ensure segregation of duties



QUESTIONS?



Security Guide in PartnerNet

SecurityRequest@massmail.state.ma.us

Dan Frisoli - 617-973-2614

Lenny Montone - 617-973-2570



CTR SECURITY UPDATE: HR/CMS AND DSO TOOLS

Lenny Montone
CTR Security Analyst



HR/CMS & SSTA Security

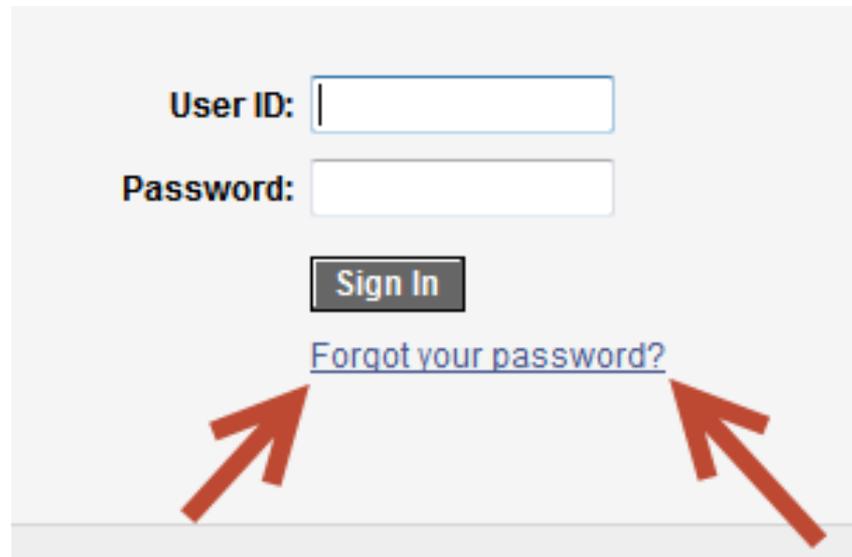
ORACLE®

PEOPLESOFT ENTERPRISE



Self Service Time and Attendance

- SSTA Password Email Reset (SS_PWRD_EMAIL_RESET)
Non ESC Supported agencies only
- Self Service Password Reset



The image shows a login interface with the following elements:

- User ID:** A text input field.
- Password:** A text input field.
- Sign In:** A dark button with white text.
- Forgot your password?:** A blue, underlined link.

Two red arrows point to the "Forgot your password?" link from the bottom of the screen.



Self Service Security Admin

User ID:

Failed Login Attempts: 0

Description:

Account Locked Out?

Logon Information

Password:

Confirm Password:

Password Expired?

Customize | Find | View All | First 1 of 1 Last

	Primary Email Account	Email Type	Email Address		
1	<input checked="" type="checkbox"/>	Business	LennyM@MassMail.State.MA.US	+	-



High Risk Combinations of Roles

- HR Job Part or Full
- Payroll A/U/D
- Time and Labor A/U/D





Segregation of Duties

Human Resources

Human Resources Director or HR designee		
HR/CMS Roles	<u>Primary Roles</u> HR Position A/U/D HR Job Part Employee Credentials U/D Evaluation U/D HR Benefits U/D Leave Plans Correction	<u>Secondary Roles</u> Time and Labor Display Payroll Display Configuration Table Display HR Transactions Job Table Display Employee Profile

Payroll

Personnel Officer with payroll responsibility		
HR/CMS Roles	<u>Primary Roles</u> Payroll A/U/D Time and Labor A/U/D HR Position Display HR Display	<u>Secondary Roles</u> Configuration Table Display Job Table Display Employee Profile



Available Resources

- Security Guide
 - Enterprise Passwords
- DocDirect Reports
 - Security Reports
 - MISRVE10 & MISRVE20
 - NMF580W & NMF581W
- Security ConTRol Newsletter

COMMONWEALTH OF MASSACHUSETTS

MMARS User Activity Report

TRANSACTIONS PROCESSED FEBRUARY 2014

<u>Created By</u>	<u>DFISC</u>	<u>DHSA</u>	<u>DOC TYP</u>	<u>Transactions</u>	<u>Submitted By</u>
ACP	No	No	CT	1	ahg
	No	No	DEPTE	1	ahg
	No	No	EX	1	ayv
	No	No	ITA	1	ade
	No	No	LARQ	6	ahg
	No	No	POAA	1	ay4
	Total Transactions for			ACP:	<u>11</u>
ADE	No	No	CR	6	ahg
	No	No	GAE	5	ahg
	No	No	GAX	2	ahg
	No	No	ITA	3	ade
	No	No	ITA	1	ahg
	No	No	ITI	44	ade
	No	No	PC	4	ahg
	No	No	PRC	25	ahg
	No	No	VCM	1	au3
Total Transactions for			ADE:	<u>91</u>	
AHG	No	No	CR	2	ahg
	No	No	CT	1	ax8
	No	No	GAX	4	ahg
	No	No	UDOCPR	2	ahg
	No	No	VCM	1	aja
Total Transactions for			AHG:	<u>10</u>	
Total Transactions for Department				112	



Report ID: NMF581W

Run Date: 3/1/2014

Run Time: 11:59 AM

COMMONWEALTH OF MASSACHUSETTS
VERIFICATION OF SEGREGATION OF DUTIES: ENCUMBRANCES AND PAYMENTS
TRANSACTIONS PROCESSED FEBRUARY 2014

<u>Encumbrance Submitter</u>	<u>DFISC</u>	<u>DHSA</u>					
ACB	Yes	Yes	<u>Payment Document</u>	<u>Encumbrance Document</u>	<u>Encumbrance Creator</u>	<u>Payment Creator</u>	<u>Payment Submitter</u>
			GAX	GAE	.acb	acb	.acb
			GAX	GAE	.acb	acb	acb
			Total Encumbrances Created By User		ACB:	2	
			Total Encumbrances Created By Department			2	

Questions?





CTR Systems Security

- Security Inbox
 - securityrequest@state.ma.us
- Scott Olsen
 - Scott.Olsen@state.ma.us
- Dan Frisoli
 - Dan.Frisoli@state.ma.us
- Lenny Montone
 - Lenny.Montone@state.ma.us
- Comptroller Help Desk
 - 617-973-2468



Follow us
on Twitter
@MA_Comptroller