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THE UNIVERSITY OF BRITISH COLUMBIA

Teaching, Tracking & Payment System (TTPS) User Account Policy

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Approved by:	TTP Operations Working Group
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POLICY: To govern TTPS user access, privileges, and account updates.

PURPOSE: To provide guidelines regarding TTPS user accounts.

SCOPE: All administrative users including Activity Trackers, Activity Validators, Exception Approvers, Financial Authorizers, Payment Managers, Information Analysts, Capture Support, Read-Only, and Administrators.

RESPONSIBILITIES: The TTP Business Support Analyst is responsible for creating, updating, maintaining, and disabling user accounts on TTPS.

PROCEDURE:

1. <u>New User Accounts</u>

   I. New administrative user accounts are to be requested via the New User Request Form on the TTPS MedNet page.

   II. Training needs to be completed when a new user account is created and should be provided by the TTP Business Support Analyst. In the event where it is not feasible for the TTP BSA to provide the training, it is acceptable for a supervisor in the user's department/unit or region to arrange training.

2. <u>User Access</u>

   I. Departments

      i. When staff turnover occurs, the Program/Education Manager should submit the New User Request Form for the incoming staff member.

   II. Distributed Sites

      i. Access is authorized and requested by the incoming staff member's Program Manager. In the event that this is not possible, the appropriate Administrative Director can authorize access for the incoming staff.

   III. VFMP MDUG and PGME Office Staff

      i. Access is authorized and requested by the incoming staff member's Program Manager. In the event that this is not possible, the MDUG or PGME Administrative Director can authorize access for the incoming staff.

   IV. MedIT and MicroPact (vendor)

      i. Access is authorized by the Manager, Manager, Service Delivery & Enablement for Education Administrative Systems, MedIT.

V. Other Users

i. Non-standard users account requests (e.g. ESU, senior MDUG & PGME Office staff) are to be referred to TTP Sponsorship for consideration.

3. User Account Changes

I. Departments/Units/MDUG & PGME Office Staff

i. The appropriate manager is responsible for verifying any user account changes (e.g., CWL login name, user role) within their department/unit/region.

II. All other user accounts

i. Account change requests are to be emailed to ttp.support@ubc.ca for consideration.

4. User Account Terminations

I. Inactive user accounts are to remain in TTPS for tracking purposes.

II. Outgoing staff

i. The procedure for outgoing staff user accounts is as follows: deactivate and lock account on all TTP sites including TTP TRN. Do not delete any accounts for auditing purposes. Remove access to TTP Operations Sharepoint and TTP Change Request Tool.

5. User Account Maintenance

I. The TTP Business Support Analyst is responsible for creating, updating and disabling all TTPS user accounts.

II. The TTP BSA conducts an annual user audit to verify user access.

i. Phase 1: Accounts that have been inactive (no log-ins) for 6 months or greater will be automatically terminated. A list of terminated accounts will be communicated to the appropriate program in Phase 2 of the audit.

ii. Phase 2: The TTP BSA will liaise with a representative in each department/unit/region to determine if individual user access is appropriate and up to date.

Appendix – TTPS Administrative User Roles

Role	Details
System Administrator	• Unrestricted access to all functions of TTPS. • Performs system configurations, creates and runs scripts and system scheduled jobs, etc.
Capture Support	• Unrestricted access to create and modify service provider profile information. • Read-Only access to all activity tracks. • Full access to all service provider profiles.
Information Analyst	• Validates financial details of payee information in service provider profiles. • Read-Only access to all activity tracks. • Full access to all service provider payee profiles.
Payment Manager	• Reviews and finalizes payment instruction files within **assigned** tracking functions and submits approved files for payment. • Read-Only access to all activity tracks. • Read-Only access to all service provider profiles.
Financial Authorizer	• Reviews and approves Financial Authorization Reports within **assigned** tracking functions. • Read-Only access to all activity tracks. • Read-Only access to all service provider profiles.
Activity Tracker	• Tracks and submits teaching activities within **assigned** tracking functions. • Full access to individual activity tracks within **assigned** tracking functions. • Read-Only access to all service provider profiles.
Exception Approver	• Determines whether service provider exceptions within **assigned** tracking functions are formally approved or denied. • Full access to individual activity tracks within **assigned** tracking functions. • Read-Only access to all service provider profiles.
Activity Validator	• Determines whether activity track information within **assigned** tracking functions is accurate and formally approved or denied. • Full access to individual activity tracks within **assigned** tracking functions. • Read-Only access to all service provider profiles.
Read-Only (Restricted Read)	• Read-Only access to all activity tracks.
Read-Only (Enhanced)	• Read-Only access to all service provider profiles. • Read-Only access to all activity tracks.