

## 2021 Annual one45 Security Audit Instructions

### Overview

The goal of the one45 Security Audit is to ensure only active Administrators and Faculty have accounts in the one45 system. The security audit allows group owner administrators to manage access and permissions for specific user types in their program.

### Group Owner Role

As a group owner of one or more groups, you play a key role in ensuring that the right users have appropriate administrative access to your program groups. You are requested to complete all **3 tasks** below by Sunday March 28 2021.

**PLEASE READ → You will be asked to record any changes you make to user access in Task 3: Completing the Security Audit Survey. When completing Tasks 1&2, please remember to note any user accounts that you want deactivated, that you removed, or whose permissions you adjusted.**

**IMPORTANT:** The users below **REQUIRE Access to your Groups** for purposes of Program Evaluation/Assessment, Dean's Office Access, System Support, MEDIT, etc. We ask that you **DO NOT remove** or adjust permissions for these users if they already have access to your groups. **There is no need to add these users if they do not already have access to your group.**

Last Name	First Name	Unit/Program/Role
Amari	Erica	Residents as Teachers
Atkins	Kevin	Evaluation Studies Unit
Bedard	Kathryn	Teacher Assessment
Dorren	Tisha	Educational Assessment Unit
Hsu	Helen	Evaluation Studies Unit
Keogh	Eric	Evaluation Studies Unit
Konieczka	Michael	Evaluation Studies Unit
Koot	Jacqueline	Evaluation Studies Unit
Labas	Dajana	Teacher Assessment
Mann	Maggie	MedIT
McDonald	Ashley	MedIT
McKay	Jennifer	Residents as Teachers
Miller	Chloe	UGME Admin Director
Molloy	Elaine	Residents as Teachers
Pedersen	Melanie	PGME Admin Director
Reinoso	Mariana	CPMS Analyst
Richardson	Lindsay	Evaluation Studies Unit
Rota	Liz	one45 Analyst
Rusticus	Shayna	Evaluation Studies Unit
Wilson	Derek	Evaluation Studies Unit
Worthington	Anne	Evaluation Studies Unit

**Note:** If you are unsure of any users who have access to your Group please note these in Task 3 (Audit Completion Survey). You may also contact [fomeas.support@ubc.ca](mailto:fomeas.support@ubc.ca) for clarification.

**Note:** Users with an attending rank who have been granted admin permissions due to additional responsibilities (Program Director, Site Director) should have those rights revoked once they are no longer in that role. Clicking the "Remove" link will remove their administrative access only. They will continue to be able to access one45 in their previous capacity as an attending/faculty member.

### **Task 1: Validate the Administrative Users who have access to your owned group(s)**

*The Group(s) that you own or simply have access to will be shown under the welcome sign in one45. If you own or have admin permissions to more than one group, a drop-down feature will be available. Refer to the Group Owner Administrator List if you are unsure of which group(s) you own.*

1. **Log in to one45.**
2. **Ensure you are in the Group that you own.**
3. Click on the **Setup** tab.
4. Select **Assign Permissions** from the left navigation. If you do not have the assign permissions link, please contact [fomeas.support@ubc.ca](mailto:fomeas.support@ubc.ca).
5. Click on your owned **Group(s)** to populate the list of users that have administrative permissions to your group.
6. Ask the following questions for each user listed:
  - a. Does this individual need **access to my group**?
    - i. If answer is **yes**, then proceed to [Task 2](#).
    - ii. If answer is **no**, then click the **Remove** button located to the far right of the user name/grid to remove this user from your group.
  - b. Does this individual need **access to one45**? (Example, the person has left the organization or switched to a different role that doesn't require one45 access)
    - i. If the answer is **yes**, then proceed to [Task 2](#).
    - ii. If the answer is **no**, then this user will need to be deactivated and you can report this in in [Task 3: Completing the Security Audit Survey](#)

### **Task 2: Validate the Administrative Users Permissions**

7. What kind of access does this individual need?
  - a. Review the permissions currently assigned to the individual, is it appropriate? Should they be able to do more or less? Check or uncheck the boxes as necessary. Here is a link to the Permissions Breakdown: <https://one45software.na2.teamsupport.com/knowledgeBase/5376018>

### **Permission Rules & Tips:**

*These Rules/Tips do not apply to System Support (Liz Rota) and the Required Users list.*

- a) If you hover over the permission titles, a tool tip will show you what the permission allows a user to do/see.
- b) Only Group Owner Administrators should have access to grant permissions to your Group. There may be exceptions if the group owner decides (Managers, etc.)
- c) Please keep in mind that the ability to view Evaluations of Learners, Faculty, Moments, or Admin should only be granted to those who are responsible for managing/reporting on Teacher, Learner and/or Program performance.
- d) The Edit Forms permission should only be granted to those users that have received training to build forms.
- e) The following permissions are not required: Manage Competency Reports, View Competency Reports, approve opt out, ldap search/import, View grades, Edit grades, Edit

curriculum roles, Manage Mappings, Can import duty hours, and can perform curriculum roll overs.

8. Remember to repeat steps 1 through 7 for ALL Groups that you own before moving on to Task 3.

### **Task 3: Completing the Security Audit Survey**

*Once you have completed Task 1 & 2, follow the steps below to complete Task 3 and Finish the Audit!*

1. Select your **To Do's** located under your "ME" tab in one45
2. You will see a **2021 one45 Security Audit Completion Survey** to complete (one survey for each of your groups will be available for you to complete)  
*\*Please ensure to report information for all groups that you own/manage.*
3. Please **complete** the survey(s) and submit!

*Should you require any assistance with completing these tasks, please contact the Educational Administrative Systems Support Analyst; Liz Rota at [fomeas.support@ubc.ca](mailto:fomeas.support@ubc.ca).*

**Thank you for completing your tasks for this years' one45 Security Audit!**