



THE UNIVERSITY OF BRITISH COLUMBIA

Faculty of Medicine

Greetings one45 Group Owners,

The 2021 one45 Security Audit will take place from February 1 2021-March 28 2021. The Security Audit will run in three phases and your assistance is only required for phases two and three. The phases include:

1. Administrative permissions review
2. Validation
3. Survey

The first phase is to identify users with administrative permissions who have not accessed the one45 system since January 1 2020. Those who have not accessed the system since *January 1 2020* will be deactivated following a thorough review. This task will be performed in January and will not require your assistance. You may however be contacted to validate user access.

On February 1 2021, you will be contacted via email and asked to complete **phases two and three** of the one45 Security Audit. The tasks in **phase two** will include:

- Validating the Administrator and Faculty Users who have access to your one45 group(s)
- Validating the Administrative Permissions for these users

You will be asked to complete a closing survey in **Phase three** where you can provide details on tasks completed in phase two. The survey will also give you an opportunity to provide your feedback on the entire Security Audit Process.

Detailed instructions on how to perform the Security Audit will be included in a communication memo circulated on **February 1 2021**. Should you have any questions about the Security Audit or require assistance in performing your tasks, please do not hesitate to contact the Educational Administrative Systems Support Analyst at fomeas.support@ubc.ca.

We recognize this is a very busy time for programs however these tasks are important to ensure only the allowed users have access to our program information. We have allotted significant time to complete these tasks. The task(s) should only require about 1 hour (or less) of your time. We appreciate your participation in the 2021 one45 Security Audit Process.

Regards,

Chloe Miller
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Undergraduate Medical Education

Melanie Pedersen
Administrative Director
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