



FINANCIAL INFORMATION SYSTEM FOR CALIFORNIA
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Miriam Barcellona Ingenito
Executive Partner

DATE: May 15, 2017

REF: Security Administration #17-002

TO: All FI\$Cal Departmental Authority and Designees

FROM: Eric Harrald, Information Security Officer
FI\$Cal Technology Division

RE: Notification of Annual Review of User Accounts to Determine Appropriate Access –
Coming June 2017

In accordance with State Administrative Manual 5320.4 (Personnel Security), FI\$Cal will generate a report of active accounts for each entity. The first report will be provided June 2017, and every January thereafter, to Departmental Authority/Designees (DAD). DAD's are required to review the report and validate that appropriate roles/access are assigned to their users as well as determine whether an active user account should be disabled.

In the event Approval roles or workflow affected items need to be changed, the DAD will need to ensure that any pending items in the system that require workflow/approvals are reassigned to other users to maintain business continuity.

In the event adjustments need to be made, the DAD should request changes through their Identity Self Service (ISS) account.

For inquiries, please contact Eric Harrald at fiscal.iso@fiscal.ca.gov or (916) 576-5218.

CY: lc