Reviewing System Access

Each year, System access is reviewed for all users with elevated system access as a larger University effort to ensure data security. Managers are asked to review current security roles to either approve or remove system access for employees.

Log in to the audit system at https://www.it.northwestern.edu/support/login/it-system-audit-tool.html**.** **Click on** [Sign in with SSO] **and sign in with your NetID and password.**	
1.	To review and approve the access on the users first read the attestation statement, check the box confirming you agree, and then click continue.
2.	The system will navigate to the list of Employees that report to your role. Click "**View**" next to the name of the Employee to review
3.	A list of roles the Employee has access to will appear. If more information is needed, click "**View**" to review detailed information on the page access per employee on an external page.
4.	If the role is **Approved,** click **Keep** access; the **Audit Status** will change to [Keep] .
5.	If the Employee's need for access has changed, click **Remove** access; the **Audit Status** will change to [Remove]. *Note: An email will be sent to **myHR Security** to remove the access.*
6.	If the Employee's department responsibilities have changed, roles can be changed with **Modify** access. Click "**Modify**" and enter departments that should be removed from the Employee's access in the new window. *Note: Access can only be removed by the modify function. To add access a security form will need to be submitted.*
7.	If the employee's job functions have not changed, or the employee has left the University, there is an option to **Approval All** or **Remove All**. After reviewing each role, scroll to the bottom of the page and click the appropriate **Approve All** or **Remove All** option. The screen will spin for a minute while the system completes the approval process and will the return you to the **My Reviews** screen.
8.	Click [My Reviews] to return to the list of direct reports. Repeat this process for the remaining Employees within the department access until all appear as [Completed] .

Changing Approver(s)

The approver has been selected system access review based on the individual designated as the employee's *Performance Reports To* approver in myHR. If this is not correct, follow the below instructions to change the myHR System Access Approver.

1.	Find the Employee in the list and click "**Change Approver**". A new window will appear.
2.	Type the name of the new approver and select the name. Click "**Submit**" to save changes. If the approver is not on the list or you do not know who the approver is please click the box under **Check This Box If You Cannot Find An Approver.** *Note: An automated email from **myHR Security** will be sent to notify the new approver once activated.*

Additional Assistance

Questions or concerns regarding the Annual System Access Audit can be emailed to:

myHR: Dennis Petrospour, d-petrospour@northwestern.edu *or* Garth Fowler garth.fowler@northwestern.edu
CAESAR or GSTS: Paul Janeczek, paul.janeczek@northwestern.edu *or* Luke Grimm, lhmiller@northwestern.edu