

The University of Texas Health Science Center at San Antonio ACCESS CONTROL EXECUTIVE (ACE) DESIGNATION FORM

For each department to use UTHSCSA's institutional administrative business systems, an Access Control Executive (ACE) must be nominated by the Dean, Chair, or Director using the Access Control Executive (ACE) Designation Form. The ACE has the critical responsibility for authorizing and managing the departmental users who have been granted access to the institutional administrative business systems. These systems contain sensitive data and information critical to the business processes at the HSC. This sensitive information is readily accessed through these business systems. In addition to this critical function, the ACE serves as the official liaison between the departmental users, administrative departments, and IMS in the use of institutional administrative business systems.

Good internal control procedures and management practices provide the foundation for implementing a secure institutional administrative business system in the departmental setting. **The designated ACE must be a senior member of the department and is expected to understand University policies and procedures, internal controls, and the department's business processes and organizational structure.** It is recommended that the Associate/Assistant Director, the Administrator, or another senior staff person be designated the departmental ACE, as dictated by the *Handbook of Operating Procedures*, Section 6.1.11.

Because a departmental Technical Support Representative (TSR) does not have the capability to reset passwords, the departmental ACE can also be a TSR and vice versa, the TSR can also be the departmental ACE. This is dictated by the *Handbook of Operating Procedures*, Section 5.5.13.

It is imperative to our missions that appropriate security measures are followed for the institutional administrative business systems. The ACE's responsibilities listed below should be reviewed carefully by the Dean, Chair, or Director.

- The ACE has the responsibility to request appropriate security access be granted to the institutional business systems for their department based on job duties, or a "need-to-know" basis.
- The ACE has the responsibility to develop mechanisms to immediately disable by requesting appropriate security access be terminated to the institutional business systems for their departmental users that transfer, terminate, or no longer have a need to access the administrative business systems.
- The ACE is required to attend mandatory security-related annual training.
- The ACE has the responsibility for managing the departmental users who have been granted access to the administrative business systems and for assuring the levels of approval support the basic principles of separation of duties as defined by good internal control procedures.
- The ACE has the responsibility to ensure that all departmental personnel assigned security access to any of the institutional administrative business systems receive formal system training; and, that all departmental personnel assigned departmental administrative duties receive training on departmental procedures and accounts.
- The ACE has the responsibility to maintain the Administrative Mailbox established for the internal control of routine departmental business processes.
- The ACE has the responsibility to ensure personal computers, using any electronic business systems, be manned or secured at all times.

Department Name

Dept ID (s)

Printed Name of Access Control Executive (ACE)

Title/Position

Signature of ACE

Phone Ext

Signature of Dean, Chair or Director / Date

Signature of VP and CFO / Date

The ACE Designation form cannot be signed by anyone other than the departmental Dean/Chair/Director without approval from the VP & CFO