



**The University of Texas Health Science Center at San Antonio  
 ACE PROXY 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 Access Control Executive (ACE) has the critical responsibility for authorizing and managing the departmental users who have been granted access to institutional administrative business systems. These systems contain sensitive data and information critical to the business processes at the HSC. 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.

Due to the Access Control Executive's (ACE) critical role to ensure the day-to-day operations of the department it is imperative that the absence of the Access Control Executive (ACE) does not hinder or halt the department's ability to operate. If the Access Control Executive (ACE) is out of the office and modifications need to be made to a departmental user's access for any of the institutional administrative business systems, the Proxy has full authority to request the needed access by submitting an email to the DCATS Office. Once the DCATS Office receives the email request, a Remedy ticket will then be submitted to the appropriate back office personnel for completion.

Appropriate security measures should be followed for the institutional administrative business systems. The Proxy's limited responsibilities are listed below and should be reviewed carefully by the ACE Proxy, Departmental ACE, and Dean, Chair, or Director.

- In the ACE's absence: The Proxy has the responsibility to request the appropriate security access be granted to the institutional business systems for their department personnel based on job duties, or a "need-to-know" basis.
- ACE Proxy responsibilities should not be abused by the Departmental ACE. This method of action should only be used if the Departmental ACE is on vacation or using sick/personal leave.
- The Proxy must email DCATS with their request for access, during the ACE's absence.
  - In the ACE's absence: The Proxy must copy their Departmental ACE, and Departmental Dean, Chair or Director in the email to DCATS.
  - A confirmation email will be sent to the ACE Proxy, the Departmental ACE, and Departmental Dean, Chair or Director upon completion of the request.
- The Proxy cannot request to delete access for a user to any of the institutional administrative applications during the ACE's absence.
- The Proxy may be required to take ACE training. The Proxy will agree to abide by the terms of all ACE policies, including DCATS guidelines and the university's Handbook of Operating Procedures.
- The Proxy cannot access the ACE Tools or the PSAR Form. It is against HOP Policy (5.8.4) for the ACE to share the domain username and password to allow Proxy's to access these menu items.

***Completion of this document is an agreement of duties assigned to the Proxy role.***

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 Date

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 Proxy's Phone Ext.

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 Department Name

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 Dept ID

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 Printed Name of Proxy

\_\_\_\_\_  
 Signature of Proxy

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 Printed Name of Access Control Executive

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 Signature of Access Control Executive

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 Printed Name of Dean, Director, or Chair

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 Signature of Dean, Director, or Chair