



The University of Georgia

Office of the Senior Vice President for Academic Affairs and Provost

May 4, 2009

TO: Vice Presidents, Associate Provosts, Associate Vice Presidents, Deans,
Department Heads and Directors

FROM: Arnett C. Mace, Jr. *AM*
Senior Vice President for Academic Affairs and Provost

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Senior Vice President for Finance & Administration

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SUBJECT: Social Security Number Replacement

A principal objective of UGA's Securing Sensitive Data Initiative is to eliminate the use of Social Security Numbers as a means of identifying members of the UGA community and to limit the use of the SSN to only those systems and processes that absolutely require it (financial aid, payroll, etc.). A major step in accomplishing this objective was our decision to adopt the "810 number" (also called the CAN) as UGA's primary identifier. The CAN is the nine-digit portion of the UGA ID Card number that begins with 810.

Recognizing that much effort will be required on the part of campus units to transition systems and processes from using the SSN, the following initiatives are currently underway to facilitate the transition from SSN to CAN:

1. Development of a single comprehensive Identity Management System that will manage the assignment of CAN and other campus identifiers. This system will enable departments to transition current use of the SSN to the CAN or other identifiers such as MyID. Specific tools to facilitate this process will be available August 1, 2009, and include:
 - * a web interface to translate SSN to CAN, MyID, and other identifiers
 - * a database to translate SSN to CAN, MyID, or other identifiers
 - * a web interface to facilitate phone authentication (for those areas that require it) by means other than SSN
 - * connectors to automate the translation of SSN to CAN for defined systems

2. Removal of SSN from the Core/Mainframe administrative systems (e.g. student information systems, finance, human resources, housing, etc.). The analysis phase of this project will begin in July 2009.
3. Formation of a task force to identify the use of SSN in distributed information systems and formulate a plan to assist high-risk areas with converting and/or securing SSN.

In support of this third initiative, units heads are requested to:

- * Ensure that unit security liaisons complete the ASSETS 2.0 survey by June 15 for any system (machine) that stores or processes SSN. This survey will be available May 15.
- * Ensure that unit security liaisons, system administrators, and others that handle SSNs complete the "CAN the SSN" awareness training module by July 15th. This module will provide guidance for replacing SSN with the CAN number and other measures for safeguarding SSN. The module will be available online May 26 and unit security liaisons will be notified of its availability in advance.
- * As quickly as possible, begin the elimination of SSN from departmental systems and processes.

Detailed training and information will be provided in the coming weeks supporting these initiatives, and we will continue to communicate with you as the project moves forward. Additional information, including the results of the ASSETS 2.0 survey, will also be sent to university administrators (eg. Deans and Department Heads) in the coming weeks and months.

We recognize the magnitude of effort required to replace SSN in all systems and processes, and thus will support decisions made by unit heads to re-allocate personnel resources as needed to accomplish this effort as quickly as possible. For additional information or questions, please contact Dr. Barbara White, Chief Information Officer and Associate Provost.

C: President Michael F. Adams