

Vice President for Information Technology Status and Activity Report for March 2019

Prepared by Timothy M. Chester, Vice President for Information Technology (VPIT)

1. Items Requiring Action

- *Verify and claim your departmental MyID accounts by May 24:* On March 18, EITS will begin a clean-up of unused departmental MyID accounts. Departmental MyID accounts are often used by units, colleges and departments for testing systems, running automated processes and to establish a contact email for a department or program. There are about 10,000 departmental MyIDs on record. EITS pays for licensing for all active accounts, so maintaining accurate information on the accounts in use is vital. On March 18, EITS will send a notice to all departmental accounts with an email address. This notice will go to the departmental email address, as well as the owner's email address, if one exists. The notice will direct account owners to log in to JIRA and verify they still need access to their departmental account. Account owners who need a MyID account for testing should follow the new test account checkout process. Weekly reminders about the verification process will be sent until late May. Departments should also review the list of the departmental MyIDs that need verification. This list will be available in JIRA beginning March 15. Accounts that do not have email addresses but need verification will be posted on that list. EITS will disable departmental accounts that are not claimed on May 24. For more information, please contact Shannon Marable at Shannon.Marable@uga.edu.
- *FY19 user verification begins March 25:* In preparation for the financial state audit for FY19, EITS will conduct a verification of all user accounts for several systems. This year, those systems will include the mainframe, Banner systems, IDM systems, the UGA Budget Management System, OneUSG Connect and UGAJobs. Users will need to verify the access they have to each system. Supervisors will need to review and decide to approve or deny access for employees under their purview. On March 25, EITS will send a single email with one URL for managers and users to verify access to all systems. Users and managers must complete the verification process by April 30. Users who do not respond will have their access to these systems revoked April 30. This is the first year the UGA Budget Management System, UGAJobs and OneUSG Connect will be included in the user verification process. For OneUSG Connect, only absence approvers will need to complete the user verification process. This is the last year users and supervisors will need to verify their access to mainframe systems. User access to the mainframe will be removed on June 30, 2019. For more information about the user verification process, please contact Lynn Wilson at llatimer@uga.edu.

2. For Your Awareness

- *Data Center Maintenance March 9:* EITS will conduct network maintenance on Saturday, March 9. This maintenance will result in an outage of inbound and outbound campus Internet access and web applications. Systems that use services in the Boyd Data Center will experience an outage. This also includes UGA websites hosted in the Boyd Data Center. Individuals off campus during the maintenance window, will experience an outage accessing UGAMail, websites hosted by UGA, the Virtual Private Network (VPN), ArchPass Duo, and information systems hosted by EITS. Individuals will also experience an outage to UGA's Central Authentication System (CAS) to log in to UGA-provided information systems, such as Athena, Banner Administrative System, Degree Works, eLearning Commons (eLC), UGA Financial Management System, UGA Budget

Management System, UGAJobs, UGAmart, OneUSG Connect, and OneUSG Connect Benefits. All systems behind the Central Departmental firewalls will experience an outage to their access to the UGA network. Additional details and progress reports will be posted at status.uga.edu and on the EITS Twitter feed at [@uga_eits](https://twitter.com/uga_eits). Please contact Jeff Farese for more information at JEFFREY.FARESE@uga.edu

- *Some UGA web applications to transition from CAS to CAS2:* On January 30, 2020, applications using the legacy version of University's Central Authentication Service (CAS) will be required to transition to the updated version, CAS2. CAS2 provides better security, as well as the ability to use two-factor authentication. CAS2 will be upgraded on July 20, 2019 to enable latest functionality and features. More information about the transition and requirements, as well as instructions for transitioning applications, will be provided later. For more information contact Shannon Marable at shannon.marable@uga.edu.
- *DegreeWorks Upgrade set for spring:* Degree Works will be upgraded to Version 5 this spring. This upgrade is currently scheduled for completion by April. There are also plans underway to change the DegreeWorks log-in process to require ArchPass, UGA's two-step login solution, powered by Duo. This change is tentatively scheduled for May 2019. More information about the upgrade will be forthcoming. Questions can be directed to Ilir Hasko at lhasko@uga.edu
- *Systems retiring due to OneSource transition, Mainframe Decommission:* In the coming months, several systems will be retired as their functionality has transitioned to the new OneSource systems. These include WebDFS and employee.uga.edu. Kronos was decommissioned on March 1, 2019. Data will be archived in the UGA Data Warehouse and will be available upon request. Access to the mainframe will be removed June 30, 2019. OneSource and Mainframe Decommission project teams have worked with major units on campus to aid them in transitioning to the new OneSource Systems. They have also helped to transition impacted departmental systems and have communicated key dates when systems would be changing. For more information, please contact Stacy Boyles at stacy.boyles@uga.edu.
- *Interactive logins for s-accounts to be disabled in April:* At the end of April, EITS will disable interactive logins for service accounts, or s-accounts. Interactive logins are typically used by individuals to authenticate. S-accounts should only be used by systems to complete jobs, services or tasks, not by individuals to sign in to systems or services. Departmental IT professionals are advised to also disable any s-account that are inactive to help prevent misuse. For more information, please contact Ashley Henry at ashenry@uga.edu.
- *Historical data to be moved to Data Warehouse:* Data currently available on the mainframe will be archived in the Data Warehouse after June 30, 2019. This includes information on legacy systems, such as Simpler, Kronos and Arrow. If you need access to this information after June 30, please submit a data request to the Office of Institutional Research through the following form: <https://oir.uga.edu/datarequest/>. The mainframe is being decommissioned June 30. For more information contact Paul Klute at pklute@uga.edu.
- *2019 UGA Factbook available:* The 2019 UGA Factbook is now available in print and online. Updated PDF copies can be found on the OIR website and print versions are available by request from OIR. For more info contact, Paul Klute at pklute@uga.edu.

- *SAGE Management App gets a new look:* The SAGE Management App has been updated to include new interfaces and functionality for an all-around new look and feel. New functions include the ability to send email notifications to advisors when relationships are created, and an improved file upload/download process. Along with improved page load times the upgrade includes improved user and relationship search functionality. Advisors can now make preferred first and last name modifications. For more information contact David Crouch, dave.crouch@uga.edu.

3. OneSource

- *OneSource PUM updates, PeopleTools, and Oracle updates:* The OneSource team will be upgrading UGA's Financial Management system May 17 – May 19 and the Budget Management system May 24 – May 26. PUM (PeopleSoft Update Manager) and PeopleTools updates affect the Financial Management system only and will include enhancements to existing functionality and fixes to software bugs. Both the Budget Management and Financial Management databases will be upgraded to Oracle 18c. The OneSource team will publish information about those components of the update that users are likely to see in UGA's business processes. As we approach these weekends, the OneSource team will update status.uga.edu with more specific information regarding planned downtime for these upgrades. For questions about the PUM, please contact Crystal Rogers (crogers@uga.edu) or Russell Hatfield (hatfield@uga.edu).
- *OneSource-Budget Development in the UGA Budget Management System:* In April, we will use the new UGA Budget Management System to establish the FY2020 budget. WebDFS will no longer be used for budget development. User acceptance testing on this new functionality was successfully completed in February. Training for campus users who are involved with budget development is being delivered between February 15 and March 14 and training materials will be published in the OneSource Training Library: training.onesource.uga.edu. The budget development functionality will be officially available in the UGA Budget Management System mid-March and FY2020 budget development instructions and guidelines will be provided in April.

4. Technology Tips

- *Register your UGA website for non-profit status, remove ads:* EITS has completed an agreement with Google to set up a G Suite for Education domain for UGA websites. This enables UGA websites that use Google Custom Search Engines (CSE's) to register for non-profit status, allowing them to remove advertisements from the search results on their websites. All other G Suite for Education services, such as Google Docs, Gmail, Google Calendar, and Google Drive, are not supported at this time. To request registration for your Google Custom Search Engines in order to remove ads, please submit a ticket to the EITS Help Desk, and request that it be assigned to the EITS Web Team. For more information, please contact Dave Crouch at dave@uga.edu.
- *Security Tools Available for Protecting Sensitive or Restricted Data:* The University of Georgia is committed to protecting the personal information of its students, faculty and staff. We avoid, if at all possible, the receipt, transmission, or storage of restricted information, such as SSNs and credit card numbers. If handling this information is required for business purposes, the University has tools available to all units. These tools reduce the risks associated with handling such information. The ArchPass two-step login

remains our best defense against malware-based computer infections. Mandatory ArchPass two-step logins will be rolled out for all information systems, including OneSource, OneUSG Connect, and Benefits Enrollment. We also recommend the use of the Web Proxy Server, Secure Reports, and Secure Virtual Desktop Infrastructure services for those who regularly access and use information stored in the University's information systems. For more information on these resources, visit <http://infosec.uga.edu> and click on Tools, or contact Ben Myers by email at bmyers@uga.edu.

- Did you know you can enroll multiple devices in ArchPass, powered by Duo? Having a second or third device as a back-up is recommended, in case your primary phone or tablet is unavailable. ArchPass, UGA's two-step login solution, is required for many university systems, including eLC, Athena, and OneUSG Connect. UGA has about 88,000 enrolled users, but only 4,500 of those currently have a second device enrolled. You can enroll a smartphone, cell phone, landline or tablet, and can authenticate with a push notification, passcode or phone call. If you do not have a second device to enroll, you can request a keychain token to generate passcodes from the EITS Help Desk. For more information, visit archpass.uga.edu.

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