SSO Member/Departmental Role Review Process

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SEA Sends Periodic Review Reminder Emails to ASOs and ARRs
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        ▼
SSO Roles by Application Report ──▶ SSO Role Authorizations

ARR Reviews SSO Roles by Application Report for Member-level Roles ──▶ SEA Support Downloads Guardian User List Report
        │                                                                      │
        ▼                                                                      ▼
ARR Reviews SSO Employees with SSO Roles Report for Inactive Employees    Support Creates Guardian User List Spreadsheets
        │                                                                      │
SSO Employees with SSO Roles Report ──▶ SSO Role Authorizations            ▼
                                                                          Support Loads Guardian User List Spreadsheets into File Depot
ARR Initiates Access Removal Process per Review  ◀── ARR Reviews Guardian User List Spreadsheet for I-9 Users ──▶ Guardian User List Spreadsheets
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                                                   ARR Records the Role Review in the SSO Role Review App
                                                          │
                                                          ▼
Monthly Access Review Report  ◀── ASO Reviews the Role Reviews for Completeness
                                                          │
                                                          ▼
                                                   SEA Sends Periodic Access Review Report To System CISO
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Schedule

Member-level Reviews - Quarterly
Department-level Review - Semi-Annually
Global Reviews - Quarterly

Key

ARR – App Role Reviewer
ASO – App Security Officer

Updated: October 5th, 2020