Channel Islands
CALIFORNIA STATE UNIVERSITY
Division of Student Affairs

DSA Area Name: Vice President for Student Affairs office	**Effective Date:** August 1, 2019
	Procedure Number: VP-p013.01

Student Affairs Working Procedure on Forefront Identity Manager (FIM)

Intent:
To provide a standard process managed by the Vice President for Student Affairs office for maintaining DSA Student Assistant access to the shared ('S') drive via the Forefront Identity Manager (FIM).

Background:
Once hired in the DSA, and depending on department and position need, student assistants may be given access to various folders within the 's' drive, from the departmental to the division level. The FIM Working Procedure is a mechanism to maintain an active list of Student Assistants within the DSA and to ensure students will not have admittance, or retain admittance unnecessarily, to the 's' drive unless they are actively employed in the DSA and the access that they maintain is still relevant to their position.

Accountability:
The Vice President for Student Affairs Council

Applicability:
FIM Area Coordinators

Definition(s):
- DSA FIM Coordinator – VPSA office staff who prepares emails for add/remove dates to FIM Area Coordinators, maintains Capture of Users and FIM Area Coordinator list.
- FIM Owners – DSA FIM Coordinator and IT staff that have ownership to add/delete members in every DSA Security Group.
- FIM Area Coordinators – Designated staff in Associated Students Incorporated (ASI), Campus Life (CL), Housing & Residential Education (HRE), and Retention, Outreach, & Inclusive Student Services (ROI) that are responsible for maintaining their FIM security group's student assistant access throughout the academic year and Summer Bridge.
- Security Groups – FIM Groups that are broken down by Student Affairs department and maintained by FIM Area Coordinators.
- Capture of Users - Spreadsheet of active DSA Student Assistant users updated by the DSA FIM Coordinator and sent to FIM Area Coordinators twice a year.

- Purge – Deleting all Student Assistant members in each security group once a year (excluding ASI – reasoning outlined further below).

Attachment(s): Capture of Users
FIM SA DSA List
List of FIM Security Groups

Procedure:
To ensure an accurate list, all DSA areas must adhere to the FIM Working Procedure with the exception of ASI, as they do not have Summer Bridge and their students leave at different times of the year so a purge is not necessary.

End of spring semester – The DSA FIM Coordinator sends the FIM Area Coordinators an email with the date of the annual purge, which is the last day of spring semester. Included in the email Area Coordinators are given will be the date to start adding Summer Bridge students. The DSA FIM Coordinator purges all security groups, excluding ASI, on designated date and time.

End of Summer Bridge – At the beginning of August, the DSA FIM Coordinator sends an email to FIM Area Coordinators with the date to remove Summer Bridge students and to add new Student Assistant academic year hires.

Beginning of fall semester – The DSA FIM Coordinator updates the current Capture of Users for each department and emails to the FIM Area Coordinators for record keeping/crosschecking.

End of fall semester – The DSA FIM Coordinator sends the FIM Area Coordinators the dates to remove/add students for the spring semester and will include an updated Capture of Users at that time.

Crista Fisher	Crista Fisher	8/22/2019
Crista Fisher	Author's signature	Date

Approved:

DOROTHY AYER		08/22/19
Dorothy Ayer	DSA Area Head's signature	Date
R. Yao		8/26/13
Dr. Richard Yao	VPSA's signature	Date