

IFNH POLICY

Category	Content
Policy Name:	Electronic Information Systems Access
Section #:	700.1
Section Title:	Information Technology
Approval Authority:	Director of Administration & Finance
Responsible Executive:	Director of Administration & Finance
Responsible Office:	IFNH Business Office
Contact:	IFNH Business Specialist (848) 932-3675
Adopted:	05/19/2017
Reviewed:	5/20/2020
Revised:	5/20/2020

1. **Policy Statement:**

This policy applies to IFNH members accessing and using Rutgers-The State University of New Jersey, computing, networking, telephone and information resources on behalf of the IFNH.

2. **Reason for Policy:**

To set policy for requesting access to the University's electronic information systems including but not limited to RU Marketplace, Human Capital Management system, Financial Management system, etc..

3. **Who Should Read this Policy:**

Members of the IFNH community who require access to the RU centralized information systems to complete their employment responsibilities.

4. **Resources**

Resources Policies are available at the SEBS Business Office web site:

<http://ofba.rutgers.edu>

<http://ofba.rutgers.edu/financial-systems/facs.asp>

Policies.rutgers.edu

70.1.1 – Information Technology

70.1.2 – Information Classification

70.1.4 – Information Security Awareness, Training and Education

70.2.22 – Information Security: Electronic Information and Information System Access Control

Agreement for Accessing University Information:

<https://identityservices.rutgers.edu/agreement/>

5. **Definitions**

FACS: Financial Accounting Control System

RU Marketplace: RU procurement system

NetID: All faculty, staff, guests and students are assigned a Rutgers unique identifier known as a NetID. [see related NetID topics in New Employee Checklist Policy.]

6. The Policy

IFNH Faculty, Staff and Members are granted access to Rutgers Information Technology Resources provided that they adhere to the policies and standards for the acceptable use.

The main financial systems are:

I. Oracle Cloud General Access Request Form:

- a. The main system interface used by Rutgers that integrates Budgeting, Financial Reporting, General Ledger, Human Resources, and Payroll and Procurement.
- b. A NetID and agreement form for access to Oracle Cloud must be completed before access is given, this can be done online:
 - i. For NetID: <https://Netid.rutgers.edu/index.htm>.
- c. For Oracle Cloud Access: <https://my.rutgers.edu>
 - i. Log in to the myRutgers portal, select the "Request Access (Cornerstone)" tile, and follow the posted instructions
 - ii. An Agreement for Accessing University Information must be accepted before Oracle Cloud access is given: <https://identityservices.rutgers.edu/agreement/>
 - iii. A download form from the Forms Repository can be downloaded and completed <http://uco.rutgers.edu/files/02-general-accessdocx>
 - iv. The Oracle Cloud request form is submitted to Lucy Kwiecinski in the SEBS Business Office for approval, completion of form should include name, **unit:** SEBS, **address:** 61 Dudley Road – Cook Campus, email, phone number, **UDO:** 46552654958 and **employee type:** 1, 3 or 4. **Security Role Name:** Choose the appropriate role. **Access type:** Indicate "Add or Delete".

II. FACS:

- a. FACS is a supplementary system which tracks all of the School of Environmental and Biological Sciences (SEBS) financial resources including State, Federal appropriations, grants, contracts, sponsored programs, sundry funds, capital, and county funds.
- b. A FACS Authorization Form outlining FACS procedures must be signed and dated by the individual requesting access and the IFNH Director for Administration and Finance. The form is forwarded to Donna Guadagno in the SEBS Business Office for processing.
- c. FACS Authorization Form can be found: http://ofba.rutgers.edu/pdfs/FACS_Authorization_Form.pdf
- d. Access to FACS for the Faculty and PIs is approved by the IFNH Business Specialist and the IFNH Director for Administration and Finance