

DATE: March 21, 2016

UPDATE: August 27, 2018

PURPOSE: To ensure the Guam Department of Education Financial System Information is access by authorized users. Validating and evaluating user's system permission protects the system's integrity and avoid system security risk.

POLICY: School and Division Administrators will conduct a user access review on a quarterly basis.

INSTRUCTIONS:

1. Create a memo regarding the GDOE Munis User Audit for the current Fiscal Year for the coming quarter.
2. Access the GDOE Munis Report Server site: <https://munisapp.gdoe.net/reports> Process the following SSRS reports located in the folder: Report Project2 > User Audit Reports. Select PDF as the output file format.
 - a. List of GMunis Users_School_B
 - b. List of GMunis Users_Central
3. Send the memo and the output files to the School and Division leaders for review, evaluation and approval of their current GDOE Munis system users.
4. Access the FSAIS Helpdesk site: <https://helpdesk.gdoe.net/admin> to process/respond to the GDOE Munis User Audit form tickets submitted by the schools/divisions.

REVIEWED and APPROVED By:


VINCENT T. DELA CRUZ
(Data Processing Manager)

8/27/18
Date