



Guidelines for Maintaining User Profiles

Date: November 2015

Training Topics

The following subjects will be covered in this training:

- User Profile Groups
- User Profile Do's & Don'ts
- User Profile Maintenance in Preparation for Tracking



User Profile Groups

- CCSC is highlighting the proper use of two entitlement groups.
 - PA-USDA-LAPC WF P&T
 - PA-USDA-WF Approver P&T
- Two entitlement groups' assignment is reserved for CCSC only.
 - Both entitlement groups require submitting to the CCSC proof of the *Account User Setup and Purchase Card Approval in Access Online* training.
 - Only upon receipt of the training proof, CCSC assigns the entitlement group to a User ID.



Do's & Don't for User Profiles

Cardholders

- Best practice: Cardholders self register their purchase card and create own User ID and password.
 - Please remind cardholders of requirement to use a valid government email address in their profile. The email address must be the same address included on their cardholder application.
- Cardholder User IDs never have a processing or reporting hierarchy assigned to User IDs.
 - The hierarchies gives cardholders reporting access to all other cardholders in their hierarchy.
- If cardholders attach their travel cards to their User IDs (thus making maintenance difficult), then submit a User ID Maintenance worksheet to US Bank Account Coordinator to complete maintenance.
- Cardholder User ID should be removed when the cardholder's card is closed.
 - If travel card is attached, please submit a User ID Maintenance form to remove the purchase card from the User ID, thus removing the User ID from the purchase program account list.
 - To find active cardholder user id's with closed accounts, run the System User List with Account Details report in AXOL>Reporting>Administration.
 - Select Active User ids, the USDA_CH entitlement group.



Do's & Don't for User Profiles (*continued*)

Approving Officials (AOs)

- AOs require the PAGC_A04 entitlement group.
- Transaction Approval Manager should be checked Yes.
- AOs should only have 1 entitlement group assigned.
 - AOs should not be assigned the PAG_AO2 entitlement group.
- AOs are assigned at the Division/Department and Level 6/Level 7 hierarchy.
 - AOs must be assigned to the **exact** same hierarchy as their cardholders.
- ONLY actual individuals fulfilling the AO role are given this entitlement group assignment.
 - Other entitlement groups are available for those individuals, such as Financial POCs, needing view-only access to the system.
- AOs are not allowed to attach any purchase or travel card to their AO User ID.
 - Attaching any card to an AO User ID violates an A-123 segregation of duties.
 - The CCSC removes attached cards and repeat offenders will be escalated to management.
- AOs cannot be assigned to the same hierarchy or higher where AOs have a purchase card in their name. Users must have a separate profile for each role.
 - This assignment violates A-123 segregation of duties.
 - Important Note: Watch hierarchy assignment when the AO was a cardholder prior to becoming an AO.



Do's & Don't for User Profiles (*continued*)

Local Agency Program Coordinators (LAPCs)

- LAPCs are assigned the PAGC_APC-LAPC entitlement group
- LAPCs should only have one entitlement group assigned.
- LAPCs should be assigned at the appropriate level of hierarchy for their span of responsibility.
 - Processing and Reporting hierarchy should match.
- LAPCs are not allowed to attach their own purchase or travel card to their AO user id. They are also not allowed to attach any other cards to their AO User ID.
 - Attaching any card to an AO User ID violates an A-123 segregation of duties.
 - The CCSC removes attached cards.
 - Repeat offenders will be escalated to management.
- LAPCs cannot be assigned to the same hierarchy or higher hierarchy where LAPCs have a purchase card.
 - The assigning LAPC to same or higher hierarchy violates the A-123 segregation of duties.
 - Important: APCs need to watch the hierarchy assignment when the LAPC was a cardholder prior to becoming an LAPC.

Do's & Don't for User Profiles (*continued*)

- Other Users in AXOL
 - The PAGC_A02 is established for read-only users needing to view transaction management in AXOL.
 - Transaction Management is set to *No*.
 - PAGC_A02 is not assigned along with the PAGC_04 entitlement group.
 - The PAGC_RPT entitlement group is for those users only needing reporting capabilities in AXOL.



Do's & Don't for User Profiles (*continued*)

- Why is it important to monitor User IDs in AXOL?
 1. A-123 controls require that the purchase card program only provide access to those individuals needing access to purchase card data.
 - AOs and LAPCs have access to full account numbers and expiration dates.
 - Terminated employees **MUST** have their User IDs removed in a timely manner.
 - Users who have not logged in the AXOL for an extended period of time should be evaluated as to their need for access.
 2. A-123 controls require that individuals are assigned with the appropriate access level and not more than is required to perform their duties.
 - Individuals who are not Approving Officials should not have Transaction Approval marked as Yes.
 - Individuals who are not Approving Officials should not be assigned the PAGC_AO4 entitlement group.

Remember: Your agency annually certifies the User ID list is accurate. Lack of timely maintenance and review puts your agency in violation of that certification.



Do's & Don't for User Profiles (*continued*)

- Why should users have a valid USDA email address in their User ID?
 - Both US Bank and the CCSC use the email address to communicate to users. Invalid addresses do not allow us to contact the user when necessary
 - All US Bank data is available for FOIA requests. Both purchase card and User ID emails fall under this umbrella. Emails must be valid government addresses so that personal email addresses are not presented as part of FOIA request results.



User Profile Maintenance in Preparation for Tracking

- **STEP 1:** Link data between AXOL and AgLearn.
 - Use the email address on the User ID and Purchase Card records to match with HSPD-12 data in HR.
- **STEP 2:** Use Employee ID to identify AgLearn User ID.
- **STEP 3:** AgLearn team will assign required refresher training to Aglearn User IDs for purchase cardholders, AOs, LAPCs and APCs.
- **STEP 4:** Cardholders, AOs, LAPCs and APCs will receive email identifying the assigned training and will also receive reminders regarding completing the training prior to the due date.
- **STEP 5:** As training is completed, AgLearn will provide a report to the CCSC indicating users who have completed the assigned training.
- **STEP 6:** CCSC will provide reporting to APCs indicating training completion status.



User Profile Maintenance in Preparation for Tracking (*continued*)

In preparation for Refresher Training, please instruct program participants to perform the following:

- Update email addresses.
 - AgLearn user profile must be updated for all program participants.
 - Purchase Cardholders must work with their LAPCs to update their current **government** email address on cardholder's card account.
 - AOs, LAPCs and APCs update their **government** email address in *My Personal Information* in AXOL.
- Thoroughly review User ID list for those individuals who are no longer an AO, LAPC or APC.
 - Remove User IDs as necessary.
 - CCSC will include all users who have not logged into AXOL during the past year to help identify dormant users in User ID Exception report
 - Complete the cleaning up if the User ID listing to make tracking completion much smoother going forward.
 - Inactive users will not show up on the exception report sent to senior management after the refresher training deadline has passed.



Training Summary

- There are 2 entitlement groups requiring proof of both account user setup and purchase card approval in Access Online.
- User profile best practices should be followed for Cardholders, Approving Officials, and Local Agency Program Coordinators.
- Other Access Online (AXOL) users include read only users (PAGC_A02), and users needing reporting capabilities only (PAGC_RPT entitlement group).
- In order to sufficiently track the yearly refresher training of program participants, several user profile maintenance requirements should be followed including: Cleaning up invalid email addresses and identifying users who are no longer program participants.

