
As promised, here is the follow up to the original requested items we had trouble with.

I have inserted a screen shot of examples of another audit I performed that might help.

2a- I have selected 25 users at the BCSO. They are as followed:

Their “approved access rights” – You mentioned that you get an email (or any other documentation) stating, for example,

Here are 2 screen shots as an example. It's a different system than yours, but it may give you an idea on where you may

[illegible]

City of Metropolis

User ID: TIER2SUPPORT Admin Tools Daily ACCELA AUTOMATION

Agency Profile User Profile Attachments Application People Property Fees Inspection Condition Workflow Calendar Events Help GIS

User Group - Edit

Use this form to edit User Group.

Solution * : License and Case Management
 Module * : License
 Group Name * : DPL-UC-Accounting and EDP Management
 Description: Accounting and EDP Management
 Status * : ☒ Enable ☐ Disable

Save Cancel

Function Group	Function Type	Function SubType	Function Category	Function Name	No Access	Full Access	Read Only
<input checked="" type="checkbox"/> Admin	<input checked="" type="checkbox"/> Agency	<input checked="" type="checkbox"/> -	<input checked="" type="checkbox"/> -	<input type="checkbox"/> 0151-Admin Alert and Rules - 1.0	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
				<input type="checkbox"/> 0104-Admin Content Customization - 6.0.1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
				<input type="checkbox"/> 0152-Admin IntelliScript - 1.0	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
				<input type="checkbox"/> 0155-Admin Label Configuration - 5.1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
				<input checked="" type="checkbox"/> 0164-Admin Links Fortlets - 5.1	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
				<input type="checkbox"/> 0187-Admin Upload Logo Image - 6.1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
				<input type="checkbox"/> 0185-Admin V360 Export - 6.1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
				<input type="checkbox"/> 0186-Admin V360 Import - 6.1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
				<input type="checkbox"/> 0307-Audit Logger Definition - 7.2.0	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
				<input type="checkbox"/> 0350-Regional Settings - 7.2.3	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
				<input type="checkbox"/> 0270-Sequence Generator - 6.6.0	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
				<input type="checkbox"/> 0349-Standard Choices - 7.2.3	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
				<input type="checkbox"/> 0276-Address Type Group - 6.6.0	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
				<input type="checkbox"/> 0121-Admin Agency Announcements - 4.0	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
				<input type="checkbox"/> 0081-Admin Calendar Events	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
				<input type="checkbox"/> 0247-Agency Workday Calendar - 6.4.0	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
				<input type="checkbox"/> 0060-Admin Rbladomain Maintenance	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
				<input type="checkbox"/> 0096-Admin Agency Online Help	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
				<input type="checkbox"/> 0142-Admin Agency Security Policies - 5.0	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
				<input type="checkbox"/> 0252-Service Management - 6.7.0	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
				<input type="checkbox"/> 0300-License Management - 6.7.0	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
				<input type="checkbox"/> 0318-Administration - 7.0.0	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
				<input checked="" type="checkbox"/> 0315-Admin Create New Objects - 7.0.0	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
				<input type="checkbox"/> 0354-Custom Dictionary - 7.2.4	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="checkbox"/> Address Type Group	<input type="checkbox"/> -				
		<input type="checkbox"/> Announcements	<input type="checkbox"/> -				
		<input type="checkbox"/> Calendar	<input type="checkbox"/> -				
		<input type="checkbox"/> Domain Settings	<input type="checkbox"/> -				
		<input type="checkbox"/> Help	<input type="checkbox"/> -				
		<input type="checkbox"/> Security	<input type="checkbox"/> -				
		<input type="checkbox"/> Service	<input type="checkbox"/> -				
		<input type="checkbox"/> -	<input type="checkbox"/> -				
		<input type="checkbox"/> Administration	<input type="checkbox"/> -				
		<input checked="" type="checkbox"/> Create New Objects	<input checked="" type="checkbox"/> -				
		<input type="checkbox"/> Dictionary	<input type="checkbox"/> -				
	<input checked="" type="checkbox"/> Agency Profile						

The second picture is a bit difficult to read. But it's a screen shot showing what the function group of "Admin users" have access to.

I'm looking for something to that nature that I will be able to compare a user's approved access, to what your system shows that person actually can do.

I realize that for whatever reason you may not have any documentation that states what a user should have. In that case, all I would need is a signed document from BCSO stating something like: "Anna Arruda is approved for read only access". I can then use that signed document to ensure it matches what the server shows her access currently is.

7a- You provided an example of the "computer use/ accountability form" already.

Can you provide the original signed form for the above 25 users?

7b- Your policy states that new users have initial security awareness training.

It is also recommended that there should be annual security awareness training refresher course.

Could you provide an employee signed copy of the latest annual security awareness training form showing the above users participated in the last annual security awareness training? Its possible you use the same form as question 7a. If not, here is an example of an annual refresher form.

Example:



CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

JAY ASH
SECRETARY OF HOUSING AND
ECONOMIC DEVELOPMENT

Commonwealth of Massachusetts
Division of Professional Licensure
1000 Washington Street • Boston • Massachusetts • 02118

JOHN C. CHAPMAN
UNDERSECRETARY OF
CONSUMER AFFAIRS AND
BUSINESS REGULATION

CHARLES BORSTEL
DIRECTOR, DIVISION OF
PROFESSIONAL LICENSURE

Unified Annual Acknowledgement of Notices of Various Policies, Statements, Codes or Executive Orders

Any individual accessing the Division of Professional Licensure (DPL) resources and/or data, must complete this form at time of hire and at least once per fiscal year thereafter. The policies listed below can be viewed on our intranet or you may click on the hyperlinks within this document.

Policy, Statement, Code or Executive Order

DPL Acceptable Use of Technology Resources Policy

Administration and Finance Policy on the Use of Information Technology Resources

Use of Portable Electronic Devices Policy

Workplace Violence

EO 491 Zero Tolerance for Sexual Assault and Domestic Violence

EO 594 Security and Confidentiality of Personal Information

UAID Responsibility Statement

CORI Destruction Of CORI Destruction Boards Disposal of Documents

Weapons in the Workplace Policy

Handling and Evaluation of CORI Records

Code of Conduct NAGE Unit 6 NAGE Unit 1 NAGE Unit 10 Management

FIPA Responsibility Statement

Executive Office Email Retention Policy and Procedures

By signing below, I acknowledge that:

- A) I have or will read these policies listed above and agree to abide by them;
- B) I may be subject to disciplinary action and/or criminal or civil penalties, if I violate any of the policies listed above;
- C) If I have any questions regarding any of the policies listed above I will ask for assistance and/or guidance from my supervisor.

User's Signature: _____ Date: 9/1/16

User's Printed Name: _____

11- In Prior email question 10a- you provided me a screen shot that shows "event log- policy" . Log size "1021kb"
It shows me audit logs are being created which log events happening on the system like failed login attempts or policy changes made etc.. Could you provide me a screen shot or print out listing of the last 30 audit logs the server created?
Here is an example:

Directory: D:\Accela\av.web\log

Mode	LastWriteTime	Length	Name
-a---	3/7/2017 10:45 AM	1659251	server.log
-a---	2/1/2017 11:59 PM	8097920	server.log.2017-02-01.log
-a---	2/2/2017 9:30 PM	7549366	server.log.2017-02-02.log
-a---	2/3/2017 11:59 PM	5619947	server.log.2017-02-03.log
-a---	2/4/2017 11:59 PM	2947359	server.log.2017-02-04.log
-a---	2/5/2017 11:59 PM	2936390	server.log.2017-02-05.log
-a---	2/6/2017 6:02 PM	8098406	server.log.2017-02-06.log
-a---	2/7/2017 11:59 PM	8021611	server.log.2017-02-07.log
-a---	2/8/2017 11:50 PM	10248982	server.log.2017-02-08.log
-a---	2/9/2017 11:59 PM	2024717	server.log.2017-02-09.log
-a---	2/10/2017 9:31 PM	8221138	server.log.2017-02-10.log
-a---	2/11/2017 11:53 PM	61649	server.log.2017-02-11.log
-a---	2/12/2017 5:14 PM	76415	server.log.2017-02-12.log
-a---	2/13/2017 6:57 PM	4680669	server.log.2017-02-13.log
-a---	2/14/2017 11:59 PM	8220555	server.log.2017-02-14.log
-a---	2/15/2017 9:28 PM	9450944	server.log.2017-02-15.log
-a---	2/16/2017 11:56 PM	7116429	server.log.2017-02-16.log
-a---	2/17/2017 11:59 PM	8688719	server.log.2017-02-17.log
-a---	2/19/2017 12:00 AM	6004617	server.log.2017-02-18.log
-a---	2/19/2017 11:59 PM	5962130	server.log.2017-02-19.log
-a---	2/20/2017 11:59 PM	5953734	server.log.2017-02-20.log
-a---	2/21/2017 11:49 PM	9907258	server.log.2017-02-21.log
-a---	2/22/2017 11:59 PM	11837917	server.log.2017-02-22.log
-a---	2/23/2017 11:59 PM	53448436	server.log.2017-02-23.log
-a---	2/24/2017 11:59 PM	28645967	server.log.2017-02-24.log
-a---	2/25/2017 11:59 PM	5932068	server.log.2017-02-25.log
-a---	2/26/2017 11:59 PM	5924145	server.log.2017-02-26.log

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Thanks again for your help.

Lou

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