**Florida State University**

#### ITS Data Access Request

***CAS SAML Request***

**Department:**

**Requested by:**

**Date:**

**CRM:**

**Service Now: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Requestor / Approvals

Please complete the information in each column. Add the names of “additional contributors” to ensure that persons who are involved in the process have been included in the development of this request.

**Requestor Information:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Phone** | **E-Mail** |
| **Project Sponsor - Dean, Dept. Head, Chair** |  |  |  |
| **Requestor** |  |  |  |
| **Technical Contact - Department** |  |  |  |
| **Technical Contact – Vendor (Required)** |  |  |  |
|  |  |  |  |
| **Additional Contributors** |  |  |  |
|  |  |  |  |
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|  |  |  |  |

**Approvals: (request approval, sign and acknowledgement)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Job Title** | **Signature** |
| **Consumer Dean, Dept. Head, Chair / Project Sponsor** |  |  |  |
| **Data Steward(s)** | Kim Barber | Director, Acad & Stu Services |  |
|  | Phaedra Harris | Director, HR Operations |  |
|  | Bill Hunkapiller | Director, Info Security & Privacy |  |
| **Technical Signoff - move** |  |  |  |

## 1.1 Version History

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Updated By** | **Description of Change** |
| 1.0 |  |  |  |
| 2.0 |  |  |  |
| 3.0 |  |  |  |
|  |  |  |  |
|  |  |  |  |

## 

# 2 Access Request Description

## 2.1 Executive Overview

Please provide 1-2 succinct paragraphs that describe the nature and purpose of the data access request in language that a reader not intimately familiar with this business process, application, system, etc. will understand.

# 3 CAS SAML Details

|  |  |
| --- | --- |
| Target Date for Production |  |
| CAS Service URL |  |
| Development URL if available (highly recommended) |  |
| Is Metadata stored at InCommon Y/N |  |
| If not at InCommon – provide a link to the metadata or add it in the details section |  |
| EntityID (InCommon participants) |  |
| Attributes to be stored by application Y/N |  |
| Who will access the application (Students, employees, applicants, etc.) |  |
| Primary Contact (Name and email) |  |
| Secondary Contact (Name and email) |  |
| Group Contact (Name and email) |  |
| How many users would login on a daily basis? |  |
| Will there be an expected peak during the year? When? |  |
| Is DUO required for Multi-factor authentication? |  |
| How will matching be done to the application? (EMPLID is recommended.) |  |

Select Attributes to release

|  |  |  |
| --- | --- | --- |
| Attributes | Description | Request this attribute? |
| uid | FSUID | Y |
| fsuEduEMPLID (Recommended) | EMPLID from PeopleSoft |  |
| eduPersonPrincipleName | [FSUID@fsu.edu](mailto:FSUID@fsu.edu) (This may not be an actual email) |  |
| NameID | See notes\* |  |
| eduPersonTargetedID | Hashed value@fsu.edu |  |
| eduPersonAffiliation | Multi-valued (member, student, employee) |  |
| eduPersonScopedAffiliation | Multi-valued (member@fsu.edu, student@fsu.edu, employee@fsu.edu) |  |
| fsuEduOfficialStudentEmail | Student Email @my.fsu.edu |  |
| fsuEduOfficialEmployeeEmail | Employee Email @fsu.edu |  |
| fsuEduFirstName | Legal first name |  |
| fsuEduLastName | Legal last name |  |

\* For the NameID:  
    - We can send to you the EPPN (eduPersonPrincipleName) for the email, but this format appends “fsu.edu” to the FSUID even if that is not an existing email.  If you need a valid email, please let us know.  
    - We can send to you the EmplID, which is a uniqe and non-reassignable  
    - We can send to you an anonymized value E.g., <https://idp.fsu.edu!https://sp.univ.edu/shibbolteh!identifier>

# *4.0      Data Security*

By signing this document, you agree to the following:

Security controls to protect data as required per data classifications of Protected, Private, and Public will be implemented, monitored, and maintained (For more information, refer to the University Data Classification Guidelines.) .

Data will be shared only with individuals authorized.  This DAR does not authorize sharing this data with other campus units, external entities, or third-parties.

Data will be used only for the intended purpose documented in the data sharing agreement.

If the requester transfers to another campus unit or leaves the University, the Department will notify the Data Access Request group as soon as possible, not to exceed three days beyond the separation.

Any suspected or confirmed unauthorized access of Protected or Private data will be reported to the FSU Office of Information Security and Privacy (ISPO) within 24 hours of discovery.