**Florida State University**

#### ITS Data Access Request

***CAS (Non-SAML) Request***

**Department:**

**Requested by:**

**Date:**

**CRM:**

# 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** |  |  |  |
|  |  |  |  |
| **Additional Contributors** |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**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 Details

|  |  |
| --- | --- |
| Target Date for Production |  |
| CAS Service URL |  |
| Development URL if available (Highly recommended) |  |
| 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) |  |
| Requested CAS login display identifier (this is the display name you would like to show at the top of the CAS login page for your application, if you do not desire to display identifier, please enter "None") |  |
| How many users would login on a daily basis? |  |
| Do you expect peak connections? When? |  |
| Require DUO for Multi-Factor Authentication |  |
| How will matching be done to the application? (EMPLID is recommended.) |  |

Attributes to Release

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Request Attribute |
| uid | FSUID |  |
| cn | Common Name (prefix, first name, middle name, last name, suffix) |  |
| displayName | First Name + Last Name |  |
| employeeStatus | Active or no attribute |  |
| fsuEduStudentStatus | C = Continuing studentENROLLED = Currently enrolledThis is a multi-valued attribute |  |
| fsuEduAppRoles | Roles for external applications |  |
| fsuEduFirstName | First Name |  |
| fsuEduLastName | Last Name |  |
| fsuEduOfficialStudentEmail | Student email @my.fsu.edu |  |
| fsuEduOfficialEmployeeEmail | Employee email @fsu.edu |  |
| fsuEduEMPLID | EMPLID from PeopleSoft – Unique key not likely to change |  |
| eduPersonAffiliation | Member, student or employee – This is multi-valued |  |
| fsuEduAffiliation | Granular affiliation Student, Employee, Grad, Alumni, Retiree Applicant etc. This is multi-valued. |  |
| eduPersonEntitlement |  |  |
| fsuEduStuPrivacyFlag | Ferpa selected. Cannot release attributes. Y or N |  |
| eduPersonPrincipalName | A scoped identifier for a person. |  |
| eduPersonScopedAffiliation | Specifies the person's affiliation within a particular security domain in broad categories member@fsu.edu, student@fsu.edu, employee@fsu.edu |  |
| lastName | Last Name |  |
| firstName | First Name |  |

# *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.