



# Gateway User Role Approval Process

User Guide for Approver

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October 2012

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## Introduction

### Purpose

Gateway is an online information system contains sensitive data and workflows. By the Audit requirements, assigning sensitive roles to Gateway user needs approval process, as well as annual review process. This will cover teaching, non-teaching staff and guest account.

- User Role Approval Process
- User Role Annual review Process

Two new modules have been developed to meet above audit requirements. The functions will be rolled to all schools in October 2012.

### User Role

- User role means the access right assigned to a user account, each user account got a basic Gateway user role according to HR ENet system: Teacher, Support (defined by HR ENet system) and Guest account (for non-ESF staff), by default each user type has their basic access right to Gateway:

User type	Basic user role's access right
Teacher	<ul style="list-style-type: none"> <li>• Access sensitive students and parents data - demographics, medical, ARR, assessment, IN, etc</li> <li>• Access most user functions with general usage</li> </ul>
Support Staff	<ul style="list-style-type: none"> <li>• Limited functions – iMail, search staff, calendar, bulletin, news, CPD enrollment, view documents</li> </ul>
Guest User	<ul style="list-style-type: none"> <li>• Very limited functions – search staff, calendar, bulletin, news</li> </ul>

- Additional user roles can be added to a user account base on needs. An additional user role can be
  - **Data Sensitive** if it can access sensitive data, e.g. demographics, medical, ARR, assessment, IN, etc.
  - **Operational sensitive** if it can change system settings and workflows which will affect the system behaviour or data input by other users.
- Giving any sensitive role to user needs approval:

Role	Data sensitive	Operational sensitive
	Need Approval?	
Teacher	No	Yes
Support Staff	Yes	Yes
Guest	Yes	Yes

### Managed by

- Role Approver (Principal / Delegate)
- SGA

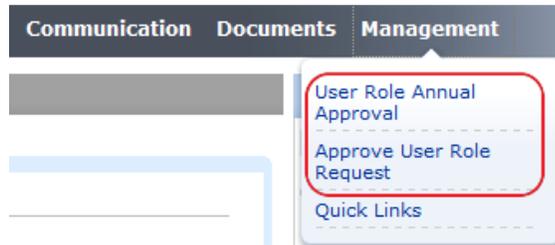
### Overall steps

- User Role Approval Process

1. SGA adds a sensitive user role to Gateway user per request, and triggers alert Principal/Delegate for approval
  2. Principal/Delegate login Gateway to approve/reject the request
- User Role Annual review Process
    1. Principal/Delegate login Gateway to run the Annual Approval Report to review all the sensitive user roles have been assigned to existing users.
    2. If any change is needed, Principal/Delegate communicates with the SGA for adjustment.
    3. Principal/Delegate makes the approval by clicking a button.

### Access to module

- This module is available to all Schools Principal and SGA, if the Principal needs a delegate or backup person to handle the process, please notify ESFC Gateway support team.
- From the Gateway **Management** menu, there are two links



### User Role Approval

- When you receive user role approval request email from SGA, click on the web link in the email, login Gateway, you will see the screen below. Or you may directly login Gateway → Management → Approve User Role Request → Manage.

Approve User Role Request

Manage Approve And Reject History Email Setting

All [ Show Details ] [ Hide Details ] Approve Selected Sensitive Role Description [ Go ]

Login ID	Name	Staff Type Roll Group Guest Type	Role Requested	Request Date	Responsible SGA	Select All	[ Email Notify Approver ] Last notify date : 09/10/2012 4:03 PM
chenr2	CHEN, Rosalind	N	Attendance Manager	09/10/2012 9:11 AM	Gateway, Support2	<input type="checkbox"/>	[Approve] [Reject]
chenr2	CHEN, Rosalind	N	Activity Administration	09/10/2012 9:12 AM	Gateway, Support2	<input type="checkbox"/>	[Approve] [Reject]

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- Review a request  
Before making the approval decision, you may need to review the user details and the requested roles. Click on the staff Name, it will show the staff member’s photo, position etc, click on the Role Requested, it will show the access right of the requested role.

Login ID	Name	Staff Type Roll Group Guest Type	Role Requested	Request Date	Responsible SGA	Select All	[Email Notify Approver] Last notify date : 08/10/2012 2:22 PM
chenr2	CHEN, Rosalind	N	Attendance Manager	09/10/2012 9:11 AM	Gateway, Support2	<input type="checkbox"/>	
chenr2	CHEN, Rosalind	N	Activity Administration	09/10/2012	Gateway,	<input type="checkbox"/>	

Photo	Position	Job	Start Gateway Role(s)
	School Administrator	Jan 2 2008	Dec 31 9999 Basic

(1 - 2) Total 2 Page 1 Display 50 /Page

- Approve / Reject request  
To approve, click on the **Approve** link of each request. To reject, click on the **Reject** link of each request. Both cases will send email notification to SGA automatically. Batch approval is possible, tick all the requests to be approved, and click the Approve Selected button on top of the list. It will give approval to the selected roles in one go with email notification.

## User Role Annual Review

### Gateway Annual Approval

1. Review the user role settings  
Gateway → Management → User Role Annual Approval  
On the **Gateway Annual Approval** tab, user may review the current user and role list, group by Teaching, Non-Teacher staff member accounts, and Guest account (Others). The list only includes those sensitive roles assigned.

Staff (Non-Teaching) <span style="float: right;">[Access Right Reference]</span>					
Role	User	Position	Job Start Date	Job End Date	No. of Dates Not Login Gateway
CPD Management	BUTTON-SMITH, Anne	Advisor - SEN	16/08/2012	15/08/2014	4
	BYRNE, Lisa	Senior Teacher	01/09/2011	31/08/2013	12
	CHAN, Cranston	Head of Information Technology	18/04/2006	31/12/9999	1
	CHIU, Susanna	Manager - Communications	15/11/2010	31/12/9999	6
	CLEMENTS, Bec	Advisor - Learning and Teaching	01/08/2011	31/07/2013	0

All the sensitive roles details are in the [Access right reference] table for reference, the table describes what kind of sensitive data/operations for each role.

Staff (Non-Teaching)		
Role	Special Data Access	Operational Sensitive
CPD Management	-	Manage CPD program setup, enrollment, attendance, manage email alerts setup.
Document Management	-	Manage school based document
ESFC Attendance Report	ESFC role access all schools attendance reports, down to individual student attendance report level.	-
ESFC Communication Management	-	ESFC role, manage Foundation New, Foundation Calendar which allow targeting to all schools staff, parents and students.

2. Please communicate with SGA in case adjustment is needed, until all user roles setup are correct and up-to-date.

3. To complete the annual review and approve the user roles,
  - tick the confirmation box, and
  - click the **Approve and generate PDF report** button

I confirm the following user role settings are correct.

[Approve and generate PDF report](#)

Once approval is done, the system recorded the approved user roles in a PDF file with the approval timestamp, and it will be available for Audit reference in the Approval History tab.

User Role Annual Approval					
Gateway Annual Approval		Maze Annual Approval		Approval History	
Gateway					
Annual Endorsement	Approval Date	Approved By	Download		
IS_Gateway_Usr_Appl_2012_09_10_135230_tgsupport3.pdf	10/09/2012 13:52:30	Gateway, Support3	[Download]		

### Maze Annual Approval

- Click on the Maze Annual Approval tab, and follow the same steps of Gateway Annual Approval above to complete the process.

**User Role Annual Approval**

[Gateway Annual Approval](#)
Maze Annual Approval
[Approval History](#)

### Annual Approval History

- The function lists all the Gateway and Maze Approval history for Audit reference.
- Click **Download** to open the details.

User Role Annual Approval					
Gateway Annual Approval		Maze Annual Approval		Approval History	
Gateway					
Annual Endorsement	Approval Date	Approved By	Download		
IS_Gateway_Usr_Appl_2012_09_10_135230_tgsupport3.pdf	10/09/2012 13:52:30	Gateway, Support3	[Download]		
Maze					
Annual Endorsement	Approval Date	Approved By	Download		
IS_Maze_Usr_Appl_2012_09_10_135230_tgsupport3.pdf	10/09/2012 13:52:30	Gateway, Support3	[Download]		