

Building the Factory

UNDERSTANDING EMPLOYEE SECURITY AT A GLANCE

Find out about
**TEMPLATES FOR
EMPLOYEE SECURITY!**

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OR MANPOWER?**

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for you!



*Simple DIY
Instructions
Inside!*

Building the Factory

Vol. 25: Managing Your Employee Access in CU*BASE

This document and other volumes in this series are intended to give a credit union a complete road map to execute a marketing or managerial campaign. This road map will take the user from the very beginning point all the way through the end of the process and the evaluation of current processes and procedures. This design will contain all the steps necessary to track, audit and update your current employee access, the steps to follow through to the end using the referenced CU*BASE options to review the data and update your current processes and procedures.

What is the Objective?

Help ensure the safety and soundness of your member information. Understand CU*BASE USERIDs, how to perform internal resets within your credit union's policy and perform audits regularly to meet auditor and examiner criteria. Ideally this would be done on a monthly basis but it is recommended at least quarterly.

How Do I Find the USERIDs on CU*BASE?

1. Begin by accessing the Auditing Functions (MNAUDT) menu
2. Select **User ID Information & History**

Entering the Selection Criteria

1. On this screen the current USERID's that are active on CU*BASE will be displayed with the "Last Logged in Date", "Last Maintenance Date" and "Last Password Change Date."
2. You can enter the "# of days since login" to view employees who have not logged in for a period greater than this number of days.

User ID Information

As of Oct 28, 2014 06:01:11

View user IDs who have not logged in in the past days

User ID	User Name	Last Logged In Date	Last Password Change Date	Created Date
ANDY	ANDY	Oct 27, 2014	Oct 24, 2014	Jun 12, 2013
CARI	CARI	Oct 27, 2014	Oct 24, 2014	Jun 12, 2013
DAVE	DAVE	Oct 27, 2014	Oct 17, 2014	Jun 12, 2013
KIM	KIM	Oct 27, 2014	Oct 23, 2014	Jun 12, 2013
MIC	MIC	Oct 27, 2014	Oct 27, 2014	Jun 12, 2013
NANC	NANC	Oct 27, 2014	Oct 24, 2014	Jan 30, 2014
RUT	RUT	Oct 27, 2014	Oct 20, 2014	Jun 12, 2013
SHAF	SHAF	Oct 27, 2014	Oct 22, 2014	Jun 12, 2013
SHEP	SHEP	Oct 27, 2014	Oct 24, 2014	Jun 12, 2013
STAC	STAC	Oct 27, 2014	Oct 27, 2014	Jun 12, 2013
TERI	TERI	Oct 27, 2014	Oct 24, 2014	Jun 12, 2013

1. The overall list is initially displayed. However, you may choose the column headers for different sort options.
2. You may print a report by choosing the **Print Report** button.

Report Sample

12/01/11 12:26:11
RUN ON 12/01/11

TEST CREDIT UNION
USER ID INFORMATION REPORT
AS OF 11/30/11 12:48:41

LUSRPLST

PAGE
USER

LIST USER IDS WHO HAVE NOT LOGGED IN IN THE PAST 2 DAYS

USER ID	NAME	LAST LOGGED IN DATE	LAST PASSWORD CHANGE DATE	CREATION DATE
BETHS111	Beth Smith	4/12/2011	4/11/2011	3/28/2011
CINDYS111	Cindy Smith	11/17/2011	10/26/2011	12/10/1999

END OF REPORT

3. You may view the history of Added, Deleted and Purged USERIDs. Noting that IDs deleted automatically will be logged as “Performed By” SYSTEM. (When a User ID has not been used for 91 days there is an automated program that runs to delete the User ID for security purposes.)
 - a. You can use the “Jump to” function which advances the list to that date or USERID.
 - b. You can use the “Search for” fields to narrow the list down to only items containing that User ID or User Name.

User ID History

Jump to: Action date [MMDDYYYY]

User ID

Search for: User ID containing

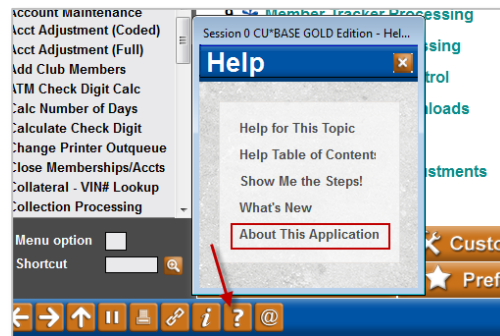
User name containing

User ID	User Name	Action	Action Date	Performed By	Fee
JAMES	JAMES	Purged	12/09/2011	SYSTEM	N
BRAD	BRAD	Purged	12/09/2011	SYSTEM	N

4. Password Resets are also show in the User ID History screen.
 - a. Password resets are listed with the “Performed By” column for you to understand who is taking the option to reset your employees’ USERIDs.

- i. If the person that reset the User ID is a credit union employee you will see their ID and it will end with your credit union's assigned number on CU*BASE. For example: TOMS860.
- ii. It is important to note that your credit union Security Officers need access to **Reset User Password / Device** on the Back Office (MNBACK) menu so User ID passwords and Devices are reset at the credit union level.

- iii. Taking the **Reset User Password / Device** option will reset the user's password to x1234.
 1. HINT: To locate your device name, click the question mark on the lower bar of any CU*IBASE GOLD menu and select "About this Application."
 2. CU*BASE GOLD workstations will end in "G0" or "G1"



Panel #	(958)
Screen title	ABC CREDIT UNION
Screen ID	MNBACK
Creation date	10/02/2014
Credit Union	
User ID	ESTEBANC
Credit Union ID	FR
Workstation ID	#ACUAERCG0
Developer	CU*Answers
CU*BASE GUI version	CU*BASE 14.2.2.12
LegaSuite version	Version 6.0C6
Licenses	9999

CU*ANSWERS
A CREDIT UNION SERVICE ORGANIZATION

6000 28th Street SE, Suite 100
Grand Rapids, MI 49546
Phone: 616.285.5711 | Fax: 616.285.5735
www.cuanswers.com

Contact us
Email Client Support

FR 10/28/14 16:27:41

- b. If the person that reset your User ID is a CU*Answers employee you will see their ID and it will not have a number at the end. For example: SANDYR860
 - i. It is important to note that when calling CU*Answers to reset a User ID your credit union may incur a charge for this service.

How Do I Add a New USERID to CU*BASE?

1. User IDs can only be added by CU*Answers Team members.
2. A special form called "Credit Union Security Authorization Request is available by contacting CU*Answers at csr@cuanswers.com.
3. This form must be completed and signed by the credit union's security officer listed on file at CU*Answers.
 - a. Prior to adding a new USERID the documentation listing the Security Officer is reviewed.
4. The User ID request is added to the AnswerBook for documentation.
5. Created on CU*BASE GOLD with the following format: First letter of the employee's first name, last name with the three digit number assigned to the credit union.
 - a. The maximum length of an employee is 10 digits.
 - b. The last name of the employee may be shortened if it is too long.
 - c. No two User IDs can be the same. A slight change is made to add the second letter of the first name if two users have the same name.

How Do I Delete USERIDs?

1. User IDs can only be deleted by CU*Answers Team members.
2. A special form called "Credit Union Security Authorization Request" is available by contacting CU*Answers at csr@cuanswers.com.
3. This form must be completed and signed by the credit union's security officer listed on file at CU*Answers.

Creating / Updating Internal Audit Procedures

It is recommended these reports and processes be run on a monthly basis by an internal auditor, information security manager, etc. If monthly checks are not possible or do not make business sense, at least quarterly scans are highly encouraged.

Form Sample

CU*BASE Users & Security Officers



Credit Union Security Authorization Request

Revised: May 1, 2014

This form must be used to request access for credit union employees to log in to CU*BASE. It includes special authorizations for Security Officer-level users as well as User IDs for other employees who access CU*BASE in their day-to-day work. **IMPORTANT:** Only employees already designated as CU Security Officers can complete this form to add new users or designate new security officers.

Section 1: Credit Union Security Officers

Complete this section if you need to add, remove, or change the names of the employees who are designated as credit union Security Officers. A security officer is responsible for updating employee ID settings in CU*BASE, and can also request additions and changes to User IDs to log in to CU*BASE.

☐ Please **Add** the following name(s) as Security Officer (a new Security Officer cannot designate his or her own name here!)

	Employee Name	Title	Contact #	Sample Signature
1 st				
2 nd				

☐ Please **Change or Delete** the following name(s) designated as Security Officers

Security Officer Name	Delete	Change	Instructions
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

Section 2: CU*BASE Users

Complete this section if you need to add, remove, or change which credit union employees can log in to CU*BASE. (User IDs will be assigned for you and relayed to your Security Officer.)

Add User

☐ Please add the following users:

Employee Name	Title	Employee Name	Title

Delete/Change User

☐ Please delete or modify the following users:

Employee Name	Title	Delete	Change	Instructions
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

Section 3: Credit Union Authorization

→ This form must be signed by an authorized credit union Security Officer.

Credit Union	<input type="text"/>	CU #	<input type="text"/>
Security Officer	<input type="text"/>		
Signature		Date	<input type="text"/>

To transmit this request securely, please **save this form** as a *.PDF document and **attach it to a question** in the [AnswerBook](#). (Or you may fax it to a Client Services Representative at 616-285-7285.)

Discover More!

CU*Answers Management Services

6000 28th Street SE
Grand Rapids, MI 49546
(800) 327-3478
www.cuanswers.com



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