North Carolina Community College System

CIS Security Reports – NC Office of the State Auditor (OSA) File Creation and Submission

Version 1.0

January 2024

Publication Change History					
Version #	Publication Date	Chapter #(s) Revised	GA Date	Release #	KB #
1.0	1/2024	Original		203994	KB0010734

Note: Document images are provided as guidance only and may not illustrate the exact setup and steps taken at your college.

Some screen images may have been captured from a prior user interface (UI) and may not reflect the current UI at your local campus.

Note: Prior to version 1.0, this document was published as a job aid titled *OSA CIS Security Files Report Instructions*.

Version #: Updated version number of document as of published revision.
Publication Date: Updated publication date of document as of published revision.
Chapter #(s) Revised: Chapter number(s) provided to guide reader to revised verbiage within the document.
GA Date: GA release date of related software patch and documentation, if applicable. If GA is not applicable, N/A will be entered.
Release #: Release number. If software release is not applicable, N/A will be entered.
KB #: Knowledge Base number.

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1 Purpose

This document provides North Carolina community college staff with the workflow needed to create and submit files containing College Information System (CIS) security data to the North Carolina Office of the State Auditor (OSA).

2 Requirements

Each North Carolina community college is required to submit seven security files to the OSA for the evaluation of CIS access rights and privileges during audits. These security files should include data on or before the yearly deadline provided by the NC Community College System Annual Reporting Plan.

Use the **State Auditors Security Files (XAUS)** form to compile required security data and create the requested files:

- One file of data from **/etc/passwd**

- One file of data from **UT.OPERS**

- One file for each of the applications containing data from **appl.SECLASS**, where **appl** is each of the five applications in Colleague: **UT**, **OPERS**, **CF**, **HR**, and **ST**.

Information included in the **/etc/passwd** file generated by **XAUS** includes:

- All data in the **/etc/passwd** file

Information included in the **UT.OPERS** file generated by **XAUS** includes:

- Username

- User's name, e.g., first and last name, stored in **UT.OPERS**

- Security classes assigned to the user

Information included in each application security class file generated by **XAUS** includes:

- Security Class ID

- Security Class Description

- Do Only These

- Never Do These

- Inquiry Only

- Privileged

Note: Colleague system administrators should ensure that the staff member who runs **XAUS** has been granted access to **XAUS** (in a **UT** security class) and read/write permission for the **XAUS.DIRECTORY** in /datatel/…/apphome.

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3 Access the Auditor File Process

The auditor file process is located under **UT** > **System Office Custom – XSOM**.
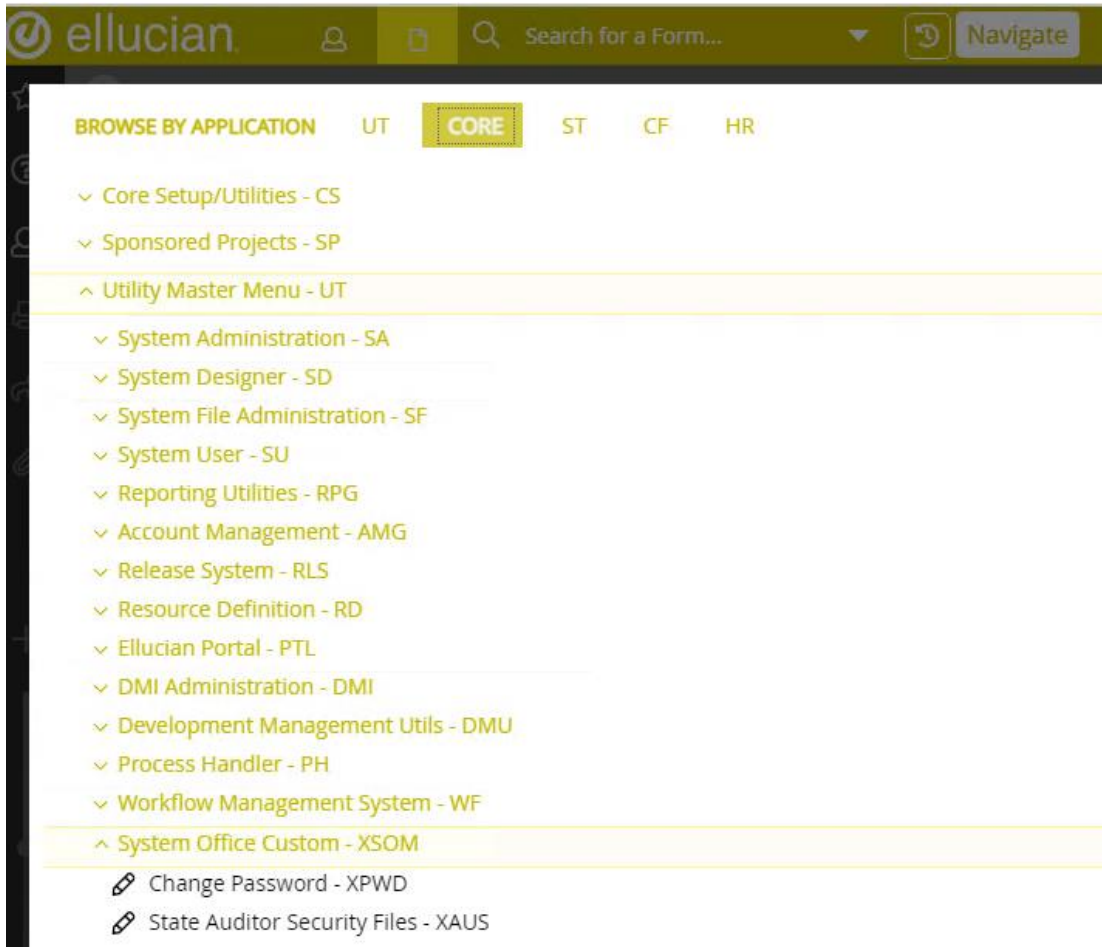

Figure 3.1 – System Office Custom – XSOM

The auditor file process may also be accessed directory via the quick access field at the top of the Colleague application.

Figure 3.2 – Quick Access – Example

4 State Auditor Security Files (XAUS)

Use the **State Auditor Security Files (XAUS)** form to generate the required files for the NC Office of the State Auditor and place them in the **XAUS.DIRECTORY** directory.

Figure 4.1 – XAUS – State Auditor Security Files

The following field descriptions are provided as guidance when using the **XAUS** form:

- **Security Classes > Generate File (Y/N)?**:

    o **UT**: Enter **Y** to create the UT Security Classes file for the NC Office of the State Auditor; otherwise, enter **N**.

    o **CORE**: Enter **Y** to create the CORE Security Classes file for the NC Office of the State Auditor; otherwise, enter **N**.

    o **CF**: Enter **Y** to create the CF Security Classes file for the NC Office of the State Auditor; otherwise, enter **N**.

- o **HR**: Enter **Y** to create the HR Security Classes file for the NC Office of the State Auditor; otherwise, enter **N**.

- o **ST**: Enter **Y** to create the ST Security Classes file for the NC Office of the State Auditor; otherwise, enter **N**.

- o **UT.OPERS**: Enter **Y** to create the UT.OPERS file for the NC Office of the State Auditor; otherwise, enter **N**.

- o **/etc/passwd**: Enter **Y** to create the /etc/passwd file for the NC Office of the State Auditor; otherwise, enter **N**.

The files will be created in the **XAUS.DIRECTORY** directory.

5 File Examples

5.1 File Example – Security Classes

Figure 5.1 provides an example of the layout of an appl_SECURITY_CLASSES.csv file that is created:

- Column headers are placed on the first row.

- Rows are sorted by Security Class ID.

	A	B	C	D	E	F
1	Sys Class Id	Sys Class Description	Limited To Process List	Prohibited Process List	Inquiry Only Process List	Deny Access Except To Class
2	AP.ADMIN	Account Payable Privileged Admin Class				APDE
3	BUDADMIN	Prevents most users from using base BGT screens				BRSP
4	BUDOFF	Allows access own line items	BDTM			
5	CF.AP	Accounts Payable	AP			
6	CF.APRV	Approvers	APPW			
7	CF.APS	Accounts Payable Secured	AP			
8	CF.BA	Security class for budget administrators	AULI			
9	CF.BAS	Secured class that contains sensitive budgeting	BCGB			
10	CF.BO	Security class for departmental budget officers.	BAAS			
11	CF.CREC	AP Check Reconciliation	AP			
12	CF.FX	Fixed Assets	ACQ			

Figure 5.1 – XAUS – CF_SECURITY_CLASSES.csv – File Example

5.2 File Example – UT.OPERS

Figure 5.2 provides an example of the layout of the UT_OPERS.csv file that is created:

- Column headers are placed on the first row.

- Rows are sorted by user ID, then by Security Class ID.

	A	B	C
1	SYS.USER.ID	SYS.USER.NAME	SYS.USER.CLASSES
2	AGNETTAK	Agnetta Kamugisha	ADMIN
3			ADMIN.1
4			ADMIN.1
5			STUDIO_FULL_ACCESS
6			ADMIN.2
7			DMI_REG_USER
8	AKK_ETRANS	eTranscript	DMI_REG_ADMIN
9			DMI_REG_USER
10			ADMIN.1
11			ADMIN
12	APICKETT	Angelica Pickett	ADMIN
13			ST.ADMIN
14			FA.ADMIN

Figure 5.2 – XAUS – UT_OPERS.csv – File Example

5.3   File Example – /etc/passwd

Figure 5.3 provides an example of the layout of the passwd.csv file that is created.

	A	B	C
1	root:x:0:0:root:/root:/bin/bash		
2	bin:x:1:1:bin:/bin:/sbin/nologin		
3	daemon:x:2:2:daemon:/sbin:/sbin/nologin		
4	adm:x:3:4:adm:/var/adm:/sbin/nologin		
5	lp:x:4:7:lp:/var/spool/lpd:/sbin/nologin		
6	sync:x:5:0:sync:/sbin:/bin/sync		
7	shutdown:x:6:0:shutdown:/sbin:/sbin/shutdown		
8	halt:x:7:0:halt:/sbin:/sbin/halt		
9	mail:x:8:12:mail:/var/spool/mail:/sbin/nologin		
10	operator:x:11:0:operator:/root:/sbin/nologin		
11	games:x:12:100:games:/usr/games:/sbin/nologin		
12	ftp:x:14:50:FTP User:/var/ftp:/sbin/nologin		
13	tss:x:59:59:Account used by the trousers package to sandbox the tcsd daemon:/dev/null:/sbin/nologin		
14	sshd:x:74:74:Privilege-separated SSH:/var/empty/sshd:/sbin/nologin		
15	dbus:x:81:81:System message bus:/:/sbin/nologin		
16	postfix:x:89:89::/var/spool/postfix:/sbin/nologin		
17	nobody:x:99:99:Nobody:/:/sbin/nologin		
18	caldwell:x:100:100:Jim Caldwell	NCCCS	Systems:/home/caldwell:/bin/ksh

Figure 5.3 – XAUS – passwd.csv – File Example

6 *Transmit the Files*

The CIS security files must be sent to the NC Office of the State Auditor.

For more information regarding how to use the State Auditor's ShareFile site, access the NCCCS Service Portal at https://ncccs.servicenowservices.com/sp and refer to *KB0015212 – NC Office of the State Auditor (OSA) File Submission*.