Commonwealth System Access and Audit Procedures

Ensures that the Security Administrator maintains an audit trail of access provided and/or changed to systems based on explicit authorizations of the Security Officer.

Applies To

- CIW: Commonwealth Information Warehouse
- HR/CMS: Human Resource/Compensation Management System
- InTempo: Commonwealth IT Enterprise Security System
- MMARS/LCM: Massachusetts Management Accounting and Reporting System, including the Labor Cost Management sub-system
- PICK/Ebill/Vbill: CPCS payment database and billing systems
- MAGIC: Massachusetts Group Insurance Commission
- MOBIUS: Reporting system for MMARS and HR/CMS
- RMV/UMS: Registry of Motor Vehicles Uninsured Motorist System
- CORI: Criminal Offender Record Information
- EOHHS Virtual Gateway: Client health insurance verification tool used by Social Service Advocates (access list attached as Appendix A)

Procedure

1. Commonwealth system access requests and changes are submitted via the "State Systems Access Request" service catalog item in the CPCS Helpdesk Portal.
2. The Security Administrator verifies the request and seeks approval from the Security Officer.
3. Once the request is verified and approved, the Security Administrator will process the request in the relevant Commonwealth system and log the details in a private note in the associated service request. This will serve as the audit trail for each access request.
4. Access to Commonwealth systems will be rescinded upon termination from the agency.