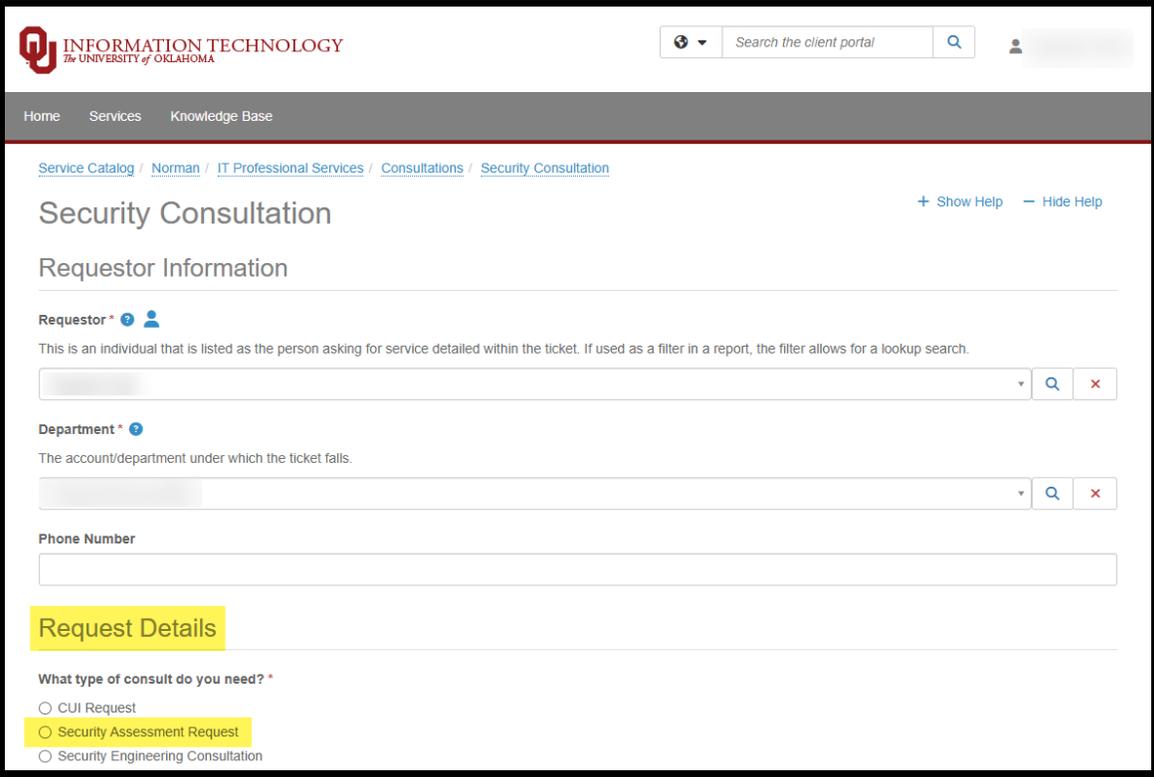




Step	Action
1	<p>System Security Assessments, also known as IT Risk Assessments, help identify cybersecurity risks from the use of technology that could potentially cause loss or harm to the University. A System Security Assessment helps determine if technology will comply with federal and state laws or regulations and University policy for protecting University data. The goal is to reduce the overall exposure of the University to cybersecurity risks. The service is provided by the Office of Information Technology's Governance, Risk, and Compliance Team (IT GRC).</p>
2	<p>Purchases of technology that, by policy, require an assessment should have that assessment attached to the requisition in PeopleSoft <u>prior</u> to submission of the requisition.</p>
3	<p>Failure to attach a valid Security Assessment, when required, will result in your requisition being denied.</p>
4	<p>The first step in obtaining a Security Assessment would be to check for an existing assessment here.</p>
5	<p>If there is a valid assessment, attach that information to your requisition. Please note that some assessments have expiration dates and that you need to ensure that you are attaching a current assessment that has not expired, or one that has been deemed to never expire.</p>
6	<p>If an assessment does not exist, you may submit a request via the IT TDX Service Request. Once the link opens, click on Request Service, and choose Security Assessment Request under the Request Details section.</p>
	
7	<p>The GRC Team that conducts these reviews can provide a completed review typically within a few days.</p>
8	<p>Note: The Security Assessment does require some technical information to be entered. Guidance for filling out a Security Assessment can be found here.</p>



9	If you are still unsure about what to include in some fields, you should contact your departmental IT Mission Support (MS) representative for their technical assistance. If you don't know who your MS representative is, you can click on IT's "Contact Us" button here , fill in your information, and someone will be in contact with you soon.
10	If your requisition was initially denied for requiring a Security Assessment and you have since obtained one, you should attach that to your existing requisition that is in denied status.
11	Note: If you have a requisition in denied status, do NOT create a new requisition. Requisitions, even when in a denied status, create a pre-encumbrance.
12	For more information on how to cancel/close a requisition, including those in a denied status, please refer to the job aid on Requisition Closure .
13	For more information on how to resubmit a denied requisition, please refer to the job aid on Denied Requisitions .