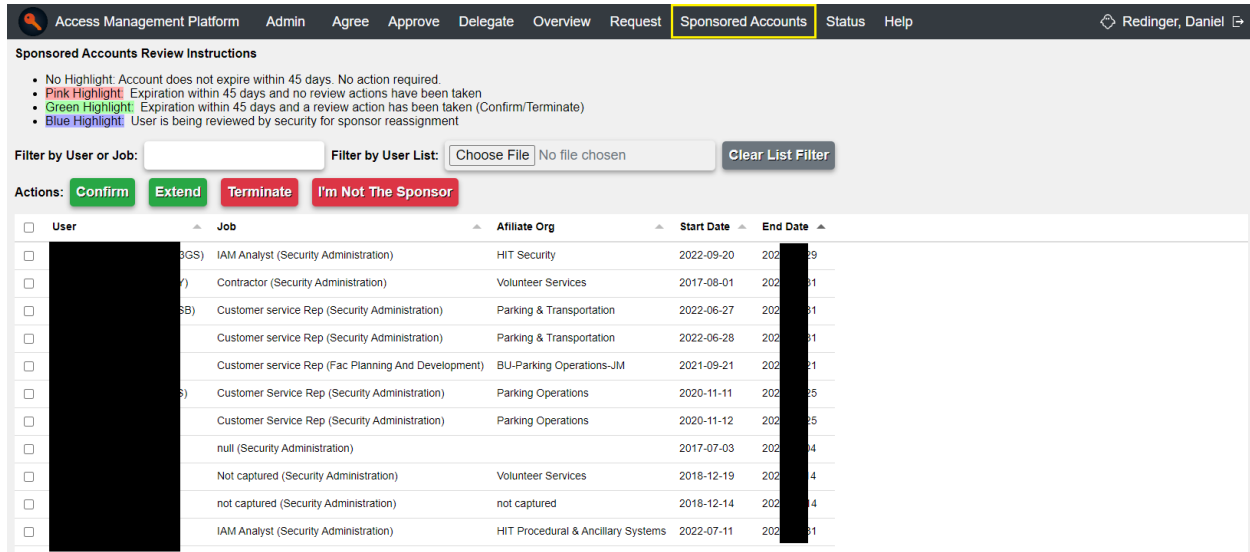


UVA HIT Security Team

Access Management Platform (AMP) Tip Sheet

Sponsored Account Management

Review



Sponsored Accounts Review Instructions

- No Highlight: Account does not expire within 45 days. No action required.
- Pink Highlight: Expiration within 45 days and no review actions have been taken
- Green Highlight: Expiration within 45 days and a review action has been taken (Confirm/Terminate)
- Blue Highlight: User is being reviewed by security for sponsor reassignment

Filter by User or Job: Filter by User List: No file chosen

Actions:

| User | Job | Affiliate Org | Start Date | End Date |
|------------|-----------------------------------------------------|------------------------------------|------------|------------|
| [Redacted] | BGS) IAM Analyst (Security Administration) | HIT Security | 2022-09-20 | 2023-09-20 |
| [Redacted] | [Redacted] Contractor (Security Administration) | Volunteer Services | 2017-08-01 | 2023-08-01 |
| [Redacted] | SB) Customer service Rep (Security Administration) | Parking & Transportation | 2022-06-27 | 2023-06-27 |
| [Redacted] | Customer service Rep (Security Administration) | Parking & Transportation | 2022-06-28 | 2023-06-28 |
| [Redacted] | Customer service Rep (Fac Planning And Development) | BU-Parking Operations-JM | 2021-09-21 | 2023-09-21 |
| [Redacted] | S) Customer Service Rep (Security Administration) | Parking Operations | 2020-11-11 | 2023-11-11 |
| [Redacted] | Customer Service Rep (Security Administration) | Parking Operations | 2020-11-12 | 2023-11-12 |
| [Redacted] | null (Security Administration) | | 2017-07-03 | 2023-07-03 |
| [Redacted] | Not captured (Security Administration) | Volunteer Services | 2018-12-19 | 2023-12-19 |
| [Redacted] | not captured (Security Administration) | not captured | 2018-12-14 | 2023-12-14 |
| [Redacted] | IAM Analyst (Security Administration) | HIT Procedural & Ancillary Systems | 2022-07-11 | 2023-07-11 |

- Click on the "Sponsored Accounts" menu option at the top of the page.
 - From this view, you can review all sponsored accounts for whom you are the sponsor.
- In order to 'manage' a sponsored account, you have 4 options available.
 - Confirm – this will confirm the sponsored account's end date and will not make any changes.
 - Extend – this will prompt for a date (format: YYYY-MM-DD; i.e. 2024-04-06) to which the sponsored account will be extended. **The date cannot be more than 1 year from current date.**
 - Terminate – this will set the sponsored account's end date to the current date and the sponsored account will be terminated the following morning automatically. **Please contact the Help Desk if electronic access needs to be removed immediately.**
 - I'm Not The Sponsor – this option will mark the sponsored account for HIT Security to review. Sponsored accounts that have not been updated and are being reviewed will still be listed in your view until HIT Security makes these changes.
- Each of the aforementioned manage options can be completed one-by-one per sponsored account, or you can select multiple sponsored accounts to manage at the same time.
- There are multiple ways to sort or filter your sponsored account view.
 - Filter by User or Job –this will automatically filter *only by user or job data* the table view.
 - Filter by User List – you can upload a CSV file that contains a column called "university_computing_id" – this will filter the list based on the users found in your file.
 - Both of these filter methods can be combined for more granular filtering.
- To find out more information about a sponsored account or their role, click on the name or role assigned and a display box will appear that gives you additional information about that sponsored account.