

DATE: 10.29.2020

SUBJECT: User Audit

Despite there are numerous electronic checks and balances that exist within the RealSource tool, best practices require Departments to periodically review RealSource users to determine if any (employees, students or contracted temps) no longer require access, are reporting to a different department or operating under the wrong user role.

To assist you with your departmental reviews, an Excel file of all active RealSource users has been created for your use. To access the file...

- * Go to the RealSource Departments Only Webpage at <https://realsource.vcu.edu/departments-only/>
- * Open the "Annual Active Users Request" Accordion
- * Open the file

Instructions for conducting reviews are included in the Excel file. Reviews must be coordinated, completed and verified by a Department Approver. If users require inactivation, change of role, change in department, etc., a Department Approver must submit a "RealSource User Request" form for every affected user and indicate what actions are needed. Only persons in the RealSource Approver role can actually see and submit the RealSource User Request form. Once forms are submitted, a RealSource system administrator will process each request and send confirmation to the Approver.

All department reviews must be completed on or before Friday, November 13, 2020.

If you have questions or need assistance, please do not hesitate to send an email to RealSource@vcu.edu or call x8-1077, Option 6.

Thank you for your continued help and support,
Procurement Services