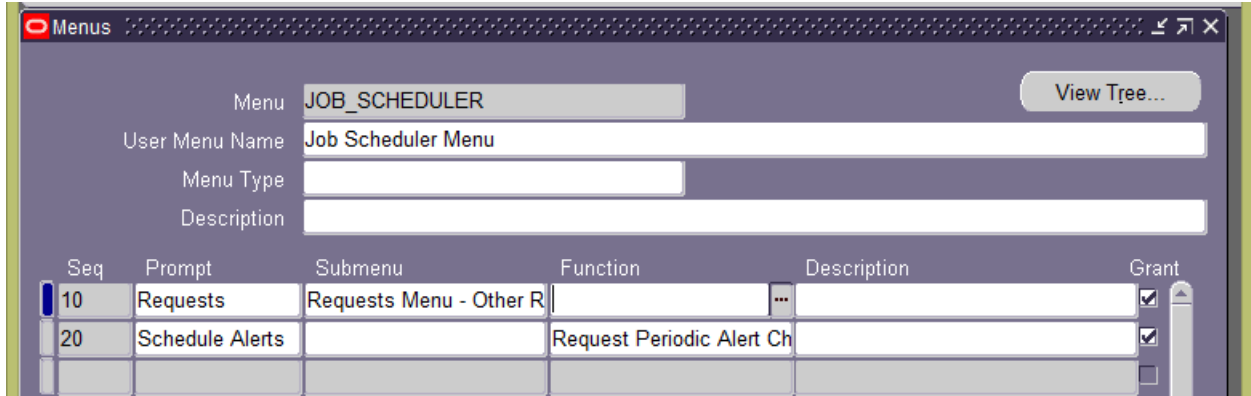**Purpose:** CONJOBSCHLR is a new login that will be used to schedule concurrent programs and reports from a central login. This will help from a support perspective to give support users the ability to see the log files and output files from these programs.

Risk assessment and related controls: Since this is a generic login that will be accessible to various employees, certain controls need to be put in place as follows:

- The Responsibility and related Menu assigned to this user will only include the ability to submit concurrent requests ("Standard Report Submission and view report (privileged) 4.0" submenu)
- A limited set of concurrent requests will be assigned to the Request Group for this responsibility which will have no reports with sensitive data – see list below).
- Any additions to the Request Group need to be approved by your organization.
- Any additions to the Menu (i.e. new functions) need to be approved by your organization.
- Changes to the Responsibility (i.e. change to a different Menu, change to a different Request Group) need to be approved by your organization.
- Monitoring of security assigned to this responsibility needs to be put in place as follows:
    - A report will be developed that identifies all Responsibilities assigned to this login, whether end-dated or active. This will monitor for assignments of responsibilities without approval. This will be reviewed by your organization's IT on a quarterly basis. The review of this report should be signed off and kept for evidence of this control
    - A Sign-On audit (Sign-On Audit Users) report will be scheduled to run on a weekly basis and emailed to someone to review. The report will indicate when the user CONJOBSCHLR logged into the application as well as what Responsibilities and Forms were used (note: limited to professional forms, not web pages / i.e. OA Framework forms, but there are no OA framework forms assigned through this responsibility). This will likely NOT be a key control so evidence of review will not need to be kept for SOX purposes, but management may want to review evidence otherwise.
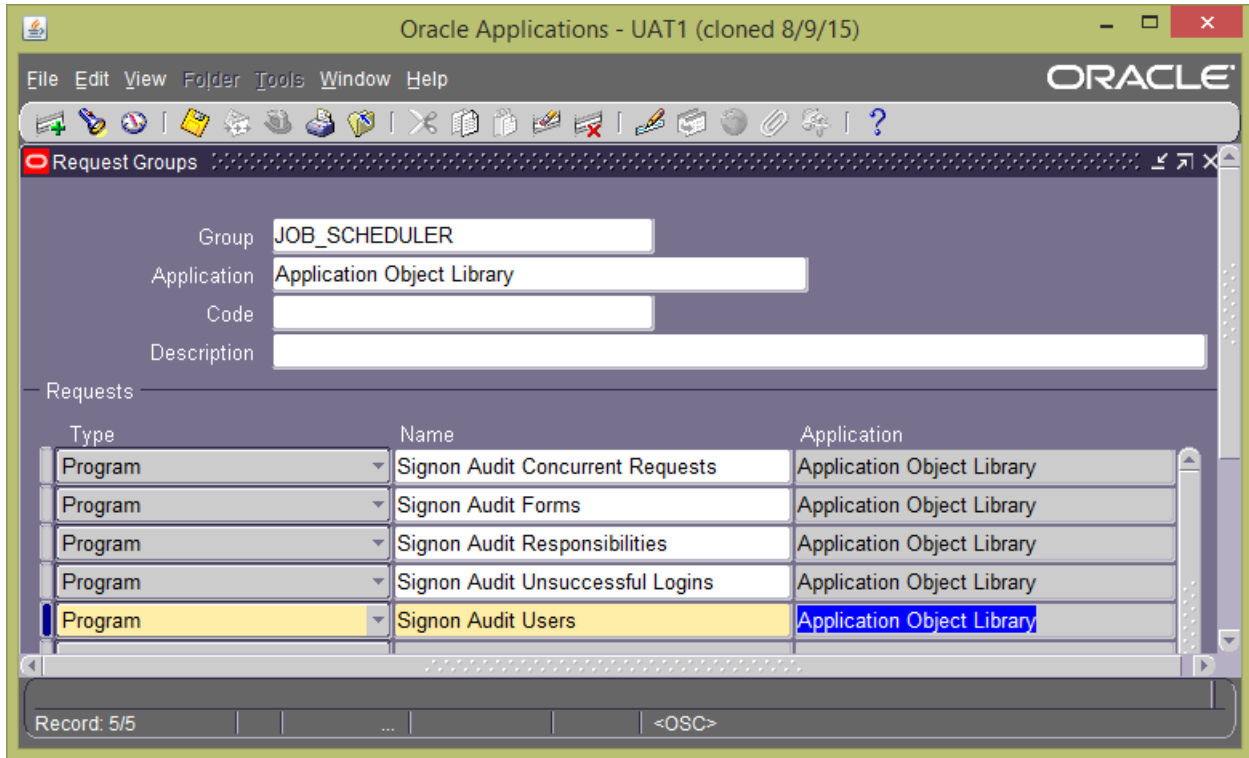
Screen shots of related setups:

Menu:

Seq	Prompt	Submenu	Function
10	Requests	Requests Menu - Other Responsibilities	
20	Schedule Alerts		Request Periodic Alert Check

Request Group:

Type	Name	Application
Program	Signon Audit Concurrent Requests	Application Object Library
Program	Signon Audit Forms	Application Object Library
Program	Signon Audit Responsibilities	Application Object Library
Program	Signon Audit Unsuccessful Logins	Application Object Library
Program	Signon Audit Users	Application Object Library

And add whatever else you feel needs to be scheduled

Responsibility:

User: