Adding a Person OR Device for Card Processing

*Note: For all groups listed below, it is the group lead/manager's responsibility to ensure PCI components are properly addressed.

- **Customer**
  - Create Request
  - Review Request
  - Data over Phone?
  - Bank/FirstData FD Reader?
  - Add Port & Comp to Subnet
  - Add Virus scan & ADIT grouping; Add label to comp
  - Add to Password Group

- **Bursar**

- **Network**

- **UVSS**

- **IDM (TI)**

- **Telecom**

  - Encrypt VOIP
Removing a Person OR Device from Card Processing

- Customer Request
  - *Business head*
  - *Manager*
  - *CPC/ Manager*
  - *Executive* (TJ)

  - Create Request
  - Bank/FirData Reader?
  - Store Card Reader

  - Remove VOIP Encryption

  - Configure Device to Access Portal
  - Main Card Reader

  - Review Request/ Ask for device to be turned in

  - Data over Phone?

  - Configure Device to Access Portal

  - Main Card Reader

- Network
  - Remove Port & Comp from Subnet

  - Remove ADIT grouping, device from Core

  - Archive Report

  - Remove from Payment Engine

- USS
  - Remove from Password Group

- Security

  - Leave a role that requires PCI or leaving the University

- IDM (IT)

  - Configure Device on Mgmt Portal

  - Remove IDP

- Telecom

  - Remove USP

  - Configure Device on Mgmt Portal
Relocating a Person OR Device for Card Processing

Customer:
Create Request

Bursar:
Review Request
Bank/ FirstData FD Reader?

Network:
Data over Phone?

Telecom:
Add New Port & Comp to Subnet // Remove Old Port

*Business Need
*Dept
*Phone Number
*Comp MAC Address
*Office Locale (Old/ New)
*Network Jack (Old/ New)
*Entry Platform

[Flowchart showing decision points and processes]