Update from Information Systems

Graduate Briefing Session
April 7, 2015
Agenda

- eTokens
  - What are they and why is this important to you
  - Impact on ROSI Grad Access

- SGS Email Accounts
  - Update on our migration to UTORExchange

- Graduate Student Progress Tracker
  - Update on project and timelines

- Electronic Forms
  - Project overview
  - Estimated timelines
Requesting Support

– If you have a problem with an SGS system please email support@sgs.utoronto.ca
  • Online Admissions Application
  • SGS Drive
  • SGS Website
  • Changes to Graduate Unit and Program Director ([http://portal.sgs.utoronto.ca/public/directory/graduateunits](http://portal.sgs.utoronto.ca/public/directory/graduateunits))
  • Systems Access Forms
eTokens

- **What are they?**
  - An USB device used to access services
  - A cryptographic smartcard (like your bank chip card)
  - Stores a X.509 certificate used in the authentication process
eTokens

- Why the change?
  - Easier to use (username / password)
  - They are cheaper than SecurID

- Can be managed locally
  - New eTokens can be assigned by your staff
  - Temporary eTokens can be assigned if staff forget theirs at home
  - Deactivated remotely (lost/stolen/staff changes)
What does this mean for graduate units?
- SecurID cards are set to expire on October 31, 2015
  - SecurID cards are no longer available
  - University wants to finish roll out in Summer 2015
- Staff who use SecurID will need to get an eToken
- Installation of client on workstations by your local IT staff
- Change in roles and responsibilities
  - SGS will no longer manage eTokens for ROSI Graduate access
- **Why the change in roles and responsibilities?**
  - If you have staff who use AMS, HRIS, FIS, or ROSI Undergrad then you will need a local eToken Admin

  - Assignment of eTokens requires physical access to the USB device

  - Setup requires administrative privileges to your local workstations

  - You have control over your billing
eTokens

- How dose this impact ROSI Grad access?
  - Staff will get eTokens and eToken support locally

- SGS will continue to process ROSI access request forms
  - Please send to support@sgs.utoronto.ca
eTokens

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For more information about eTokens
http://main.its.utoronto.ca/its-units/isea/etokens/
SGS Email Accounts

• Currently…
  – SGS operates our own email system which provides @sgs.utoronto.ca accounts
  – Creates challenges…
    • Booking meetings
      – others cannot see our free busy times
    • Sharing resources
      – others require accounts on our system
    • Duplicates existing university services
SGS Email Accounts

• Solution:
  • SGS is moving to the University email system, UTORExchange
    – @sgs.utoronto.ca will become @utoronto.ca

• Working with IT+S to address SGS requirements
  – Biweekly meetings since September to discuss needs
  – A lot of work has already taken place…
  – Application and devices that send email
    » Majority have been migrated to use the University system
Working with IT+S to address SGS requirements (continued)

– Mass mailings
  » Large batches will be queued by university servers until 1am
  » Small batches can be sent immediately

– Storage quotas
  » Review and revision of retention schedules

– Distribution groups
  » Using the University Listserv
SGS Email Accounts

- How does this impact the graduate community?
  - Little immediate impact…
    - Some minor interruptions during the migration
      » Scheduled will be published once finalized with IT+S
      » Goal - completed by June 2015
  - All addressed will stay the same
    » @sgs.utoronto.ca will forward to @utoronto.ca
    » We will publish a translation table from old addresses to new addresses
    » No need to change anything just yet
SGS Email Accounts

- How does this impact the graduate community?
  - Longer term impact…
    - We will slowly deprecate the @sgs.utoronto.ca addresses so you will need to …
      » Update marketing materials and websites
      » Address books / contacts
  
  - Advance notice will be provided
SGS Email Accounts

How does this impact the graduate community?

- Benefits (for those using UTORExchange)
  - Booking meetings
    - You will be able to see our free busy times
  - Sharing resources
    - We don’t have to create a secondary account
Progress Tracker

• Previously Progress Report
  – Biographical data pulled from ROSI
  – Courses
  – Language requirements
  – Comprehensive and special exams
Progress Tracker

- Previously Progress Report
  - Supervisor and Supervisory Committee

- Read-only and must be updated in ROSI
Progress Tracker

• Current Progress Report
  – File uploads
    • Available throughout the year
  – As viewed by student completing the report
Progress Tracker

• Committed Progress Report
  – As viewed by
    • Student
    • Supervisor / Supervisory Committee
    • Graduate Unit
    • SGS
Progress Tracker

• Supervisory Committee Progress Report
  – Collects common data which can be used in reporting
  – Comments / file uploads for detailed results
  – Not visible by student until committed
Progress Tracker

• Committed Supervisory Committee Progress Report
  – As viewed by
    • Student
    • Supervisor / Supervisory Committee
    • Graduate Unit
    • SGS
Progress Tracker

• Student Response To Committee Report
  – Agree or Disagree with report
  – Comments
Progress Tracker

- Committed Student Response To Committee Report
Progress Tracker

- Student Listing
  - As viewed by
    - Student
    - Supervisor / Supervisory Committee
    - Graduate Unit
    - SGS
  - Filtered to the students with whom the user is responsible
Progress Tracker

• Next steps…
  – Working with IT+S to obtain the data feeds from ROSI
    • ETA - Summer 2015
  – On-boarding for those interested in Summer 2015
  – Live for September 2015
Electronic Forms

Currently:

- 74 forms on our website
- Used by students, faculty, and staff
- Most are PDF’s but the process is paper based
- OAA, OGS, Travel Grant, Conference Grant require IS involvement to change
- No way to know the status
- No way to access the data collected
Electronic Forms

Solution…

• Move all forms to a web tool

• Drastically reduce turn around time on electronic forms development/deployment
  – Maintain version history without loosing data
  – No changes to database schema
  – No system down time for deployment
Electronic Forms

Solution…

- Review and refine SGS processes and workflows
- Improve communication between stakeholders and systems
  - A single place to access all SGS systems and form statuses
- Collect data we can use
Electronic Forms

• Data is prepopulated from University systems (ROSI, CM, etc.)

• Incorporates workflows including sign off by departments, chairs/deans, SGS, etc.

• Administrators: ability to change department / roles on the fly
Electronic Forms

• Next Steps…
  – April / May
    • Finish implementing forms functionality
    • Design and develop the administrative interface
      – Once the data is in, how do we interact with it
  – Summer 2015
    • Deploy for simple single stage workflows
      – Student -> SGS
      – Units -> SGS (potentially)
Electronic Forms

• Next Steps…
  – Fall 2015
    • Training for Chairs / Admins / Coordinators
    • Deploy complex forms with multi-stage workflows
      – Student -> Unit -> SGS

  – Longer Term Goals
    • Reporting (globally for all systems)
    • From Design Tools
    • Complex systems such as OAA and OGS