Please see the attached memo from Tim Chester, Vice President for Information Technology. The text of the memo is included below for your information.

TO: Senior Vice Presidents, Vice Presidents, Vice Provost, Associate Provosts, Academic Deans, Departments Heads, and Directors

FROM: Timothy M. Chester, Vice President for Information Technology

RE: ArchPass Required for Accessing University Information Systems Containing Sensitive and Restricted Information, beginning June 17, 2013

The University of Georgia continues to make new investments in both personnel and tools in order to increase the institution's information security capabilities and reduce its overall risk associated with the inadvertent disclosure of sensitive and restricted information such as social security numbers, data on credit card holders, and protected health information. Beginning June 17, a new two-factor authentication mechanism, referred to as the ArchPass, will be required to access the University network that supports information systems containing such information.

The ArchPass, discussed at http://archpass.uga.edu, is a physical hardware token that is designed to be carried on an individual's key ring. It will generate a random number that is unique to the device and the point in time when it is generated. This number is to be used along with an individual's UGA MyID and password in order to connect to the University network, whether on-campus or off, prior to logging into information systems containing sensitive and protected information. Once this network has been accessed using the campus VPN service, individuals can access such systems as they would normally. Use of the ArchPass dramatically reduces the institution's risk of inadvertent data disclosure due to compromise or loss of an individual's MyID and password.

The rollout of the ArchPass is being funded through the Office of the Vice President for Information Technology. Through FY14, individuals and departments will not be charged for the original issuance of their ArchPass device, but they will be expected to reimburse the institution for lost or stolen devices. Beginning in FY15, individuals or departments will be expected to cover the cost of their devices, approximately $35, through a process similar to that now used for obtaining University identification cards.

The ArchPass has been piloted for several months by key groups, both technical and functional, and is being applied to systems according to a set of standards recommended by the University's Administrative Systems Advisory Council (ASAC). Based on this committee's recommendations, five systems are targeted for ArchPass implementation on June 17. This includes Banner, the Banner reporting tools (known as Argos), Identity Management (IDM) administrative tools, the NOLIJ campus document imaging system, and

mechanisms for distributed electronic reports (known as SecureReports). Once this rollout is complete, it is expected that additional systems containing sensitive and restricted information will also require ArchPass authentication in the future. As these systems are selected and piloted, you can expect multiple communications from my office and others.

Individuals who regularly access the above described systems shall be notified by email on May 20, 2013 and will be encouraged to obtain and begin using their ArchPass immediately. EITS has scheduled a number of distribution points at specific dates and times throughout the Athens campuses. A schedule of these distribution sessions is available at http://archpass.uga.edu. Beyond those events, affected individuals may obtain their ArchPass by containing the EITS HelpDesk, located in the Computer Services Annex on Cedar Street, during regular business hours. Because of the heightened information security capabilities presented by the ArchPass, individuals will be asked to show both their University identification card and a separate government issued identification card with a photo, such as a driver's license. For those individuals residing on extended campuses, EITS will mail the ArchPass along with instructions to designated contacts on those campuses. Individuals requiring assistance with the ArchPass or who have questions should contact the EITS HelpDesk at 706-542-3106 by phone or helpdesk@uga.edu by email at any time.

Though the use of the ArchPass will be mandatory on June 17, individuals are requested to begin using the device as early as Monday, June 3, 2013. Doing so will help ensure that potential issues are identified and resolved prior to the effective date.

Dozens of individuals across the University have played an important role in conceiving, planning for, and supporting this rollout – including senior administrators, business system owners and data custodians, ASAC committee members, and technical staff across the University. On behalf of the University, let me express my gratitude to each of them for supporting this important initiative, which will result in better protection for the information assets maintained by the institution.

Dr. Timothy M. Chester
Vice President for
Information Technology

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www.eits.uga.edu/vpit

May 16, 2013

MEMORANDUM

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CC: President Michael F. Adams
        Business Services (Business Services-L)
        Identity Management Functional Advisory Committee (IDMFAC)
        Administrative Systems Advisory Committee (ASAC)
        Information Technology Managers Forum (ITMF)
        UGA Networking Group (UGA Net)
        Enterprise Information Technology Services (EITS-L)