Implementation Plan for the CSUID
See http://csuid.colostate.edu

I. Background
This document details a plan for implementing the new primary identifier (the “CSUID”) that will replace the PID (Personal ID) currently used at CSU as an individual’s primary identifier. The PID, with few exceptions, is an individual’s social security number (SSN). There are state and federal laws that prohibit and/or restrict the use of SSN as a primary identifier. CSU policies approved by the Information Technology Executive Committee (ITEC) require compliance with these state and federal laws. In addition, with the proliferation of identity theft, it is incumbent upon the University to protect SSNs by discontinuing their use and storage whenever and wherever possible. The following implementation plan and timeline are constructed to ensure that CSU complies with these policies and laws.

II. The New CSUID and CSU ID Cards
1. The new CSUID shall be a 9-numeric digit identifier beginning with the numeral “8.” As SSN’s cannot begin with an “8,” the CSUID is distinct from SSN.
2. Enrollment Services and Information Systems (IS) have implemented the CSUID in ISIS and ARIES, CSU’s Banner implementation (indeed, ARIES generates the CSUID) for all individuals currently in ISIS (approximately 600,000) and all individuals in the Human Resources System (HRS) (approximately 5,000). These CSUID’s are available today for implementation. The CSUID will be generated for individuals in the Associates database in the May 2006 time frame.
3. The new CSU ID card will be in the same format as the existing CSU ID card, except it will have the CSUID encoded on it in place of the PID, and the CSUID will also be printed on it (the CSUID is public information, i.e. not sensitive as is the SSN).
4. By the time new ID cards are being issued, it is anticipated that the University will have adopted a standard access control technology that is actuated by an ID card with a “smart identity chip” (this requires different, more expensive card stock and a device for encoding an individual’s identity on the smart chip). Staff may pay the additional cost of obtaining a new CSU ID card with a “smart identity chip” in it, as a means for accessing critical areas.
5. Dates of Birth will be available in the Aries system as an additional identifier on central systems to facilitate day to day operations.

III. Implementation Process and Timeline
1. As noted above, CSUIDs are available as of the date of this document for personnel in the SIS and personnel in the Human Resources System. CSUIDs are also needed for personnel in the Associates Database. The Associates Database is in the process of being “cleaned up” by requiring all critical data elements to be supplied (i.e. not to be empty) in order to facilitate resolving conflicts among entries. CSUIDs are currently available for Associates where all critical data exists, but are not available where any critical data element is empty. To obtain a CSUID for an Associate where one does not yet exist, all that need be done is to enter all critical data elements. This can be accomplished as CSUIDs are needed individually for Associates, but all critical data elements will be required for Associates by August 17, 2006. However, effective May 1, 2006, any changes made to the Associates database will require all critical data elements to be
supplied. Thus, the new CSUID will be fully implemented, subject to the above exceptions for Associates, and available on or before May 1, 2006 and available thereafter. On August 17, 2006, the PID on central systems will be replaced by the CSUID. Crosswalk tables and functions (see item 3 below) for translation between CSUID and PID will be available by default from March 31, 2006 through September 1, 2006. PIDs will no longer be available from central systems after September 1, 2006. However, units are encouraged to prepare for and if possible to effect their transitions between March 31, 2006 and August 17, 2006 (the “programming window”). The additional time, from August 17, 2006 through December 1, 2006 (the “test/debug window”), is to allow units to implement, test and debug their processes after the transition on August 17, 2006. Access will continue to be limited to the crosswalk table, during the test/debug window. This timeline is shown in Figure 1 on page 4.

2. Beginning in the summer of 2006 but no later than the first Preview session, the ID Card Office shall begin issuing new CSU ID cards for entering students. New CSU ID cards will be available for continuing students and will be mailed to them over the summer.

3. During the transition period, crosswalk tables in the form of the PID-CSUID pairs will be available via the data warehouse in the WSIS_ALL_GP_00, the WHRS_CUR_FY_GP_00 and the WEID_DIR_PERSON_00 tables. Units using centralized data will have access to those tables. In addition, IS will develop a crosswalk table and translation functions that will translate between CSUID and PID. The translation functions will be available as database function calls from warehouse applications and/or web applications. Documentation and training, if needed, on the use of these technologies will be available. These tables will be available by default through September 1, 2006, at which time access to these tables will be expired for all users. Between September 1 and December 1, 2006, access to these tables will be available, but users will have to apply for access privileges and justify why it is needed.

4. Due to some requirements to aid RAMWEB in meeting the CSUID changes effective August 17, the CSU_ID and the INT_REF_ID_ARIES columns will be added to all WSIS_* tables in the Delphi warehouse. This process in place by May 30. When this happens, then each WSIS_* table will carry both the CSU_ID and the PID in the Delphi warehouse. On August 17, the process will be put in place that will put the CSU_ID in the PID column on all of the tables meaning both columns will carry the same value.

5. Enrollment Services will have the “Customer Service” channel available for use by January 1, 2006 which can be used to translate PID to CSUID or CSUID to PID.

6. By September 1, 2006, all “downstream” units: 1) must delete all SSNs and PIDs from their systems, and replace them with CSUID, and 2) henceforth are prohibited from using SSN and/or PID in their systems, unless an exception is applied for and granted (see below).

7. The PID will be used on central administrative systems until ISIS is decommissioned. IS shall continue to use diligent efforts to limit access to and protect PIDs and SSNs until that time and henceforward.

8. SSN will still continue to be collected and stored on central systems, but not used as the primary identifier. Access to SSN’s will be strictly controlled through ARIES and the Human Resource System (HRS).

9. After the transition period, OBIA will continue to use and protect SSNs in its systems as required for its activities. IS will assist OBIA with planning for its transition.
10. Communications and Creative Services and Enrollment Services have agreed to assist the effort with a communications/marketing plan, including posting information for students on RAMweb. Also, additional meetings with the campus will occur.

11. The Associate Vice President for Information and Instructional Technology and staff from Information Systems shall work with units through the end of the test/debug window to facilitate implementation. Specific units/services to be contacted include:

- Hartshorn Health Center
- CASA
- Intern’t Student Services
- Housing
- Bookstore
- Parking Management
- Athletics
- University Advancement
- Mathematics
- Office of Public Relations
- Library
- Student Recreation Center
- CSU Police Department
- Sponsored Programs
- Central Receiving

Exceptions to the above must be well justified and submitted via email to the Associate Vice President for Information and Instructional Technology, Patrick.Burns@Colostate.edu, 970.491.5778, who will take them to the Information Technology Executive Committee Advisory Council (IAC) for their consideration.

Questions regarding this document may be addressed to the Associate Vice President for Information and Instructional Technology, Patrick.Burns@Colostate.edu, 970.491.5778.

IV. List of Acronyms and Terms

- ARIES – CSU’s new Banner Student Information System implementation
- CSUID – the new 9-numeric digit personal identifier, beginning with a leading “8”
- HRID – the Human Resources ID, a six-numeric digit personal identifier generated by the Human Resources System
- HRS – Human Resources System
- IAC – the ITEC Advisory Council
- ISIS – CSU’s current Student Information System
- IS – Information Systems
- ITEC – Information Technology Executive Committee
- OBIA – Office of Budgets and Institutional Analysis
- PID – the current 9-numeric digit personal identifier, generally the SSN
- SIS – Student Information System
- SSN – social security number
A. December 1, 2005 – CSUID’s and crosswalk tables available for all personnel in the SIS and HRS systems, but not for Associates.

B. May 31, 2006 – CSUIDs and crosswalk tables available for all personnel in central databases, including Associates.

C. August 17, 2006 – PID replaced by CSUID on central systems and data file feeds. PID available hereafter on central systems only via crosswalk tables.

D. September 1, 2006 – End of open access to crosswalk tables. Access to crosswalk tables during this final test/debug period after September 1, 2006 will require individual applications and approval.

E. December 1, 2006 – Crosswalk tables will no longer available on central systems after this date.