

## **Implementation Plan for the CSUID DRAFT 2005-08-19**

### **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 can not begin with an “8,” the CSUID is distinct from SSN.
2. Information Systems (IS) has implemented the CSUID in ISIS and Aries, CSU’s Banner implementation (indeed, Aries generates the CSUID). Thus, the CSUID is available today for implementation. The CSUID has been generated for all individuals contained in IS’ databases, back to the beginning of when electronic information is available.
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. For CSU employees receiving benefits through CSU, the HR Employee ID will be printed (not encoded) on the new employee ID card as a means for CSU employees to identify themselves for benefits services (the HR Employee ID is generated by the Oracle Human Resource System). The HR Employee ID may be augmented with additional information defining employee benefits. Prior to January 1, 2007, the ID card office will produce new ID cards for all employees receiving benefits, and effect a means for employees to obtain those new ID cards.
5. 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.

### **III. Implementation Process and Timeline**

1. The new CSUID will be implemented during the time window beginning March 31, 2006, and ending August 11, 2006 (“the transition period”).
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. Obtaining a new CSU ID card will be optional for continuing students – new CSU ID cards will be available for those continuing students who need them. ID cards will be available from the ID Card

Attachment C

Office in Lory Student Center, the Dining Services Office in the Palmer Center, the Morgan Library, and the Student Recreation Center.

3. During the transition period, data files distributed from central administrative (IS) systems to “downstream” (non-IS) systems will contain the added field of the CSUID as required. Thus, the PID and the CSUID, as required, will be available on data files distributed from IS to “downstream” units during the transition period.
4. At the end of the transition period, IS files and databases fed “downstream” will contain only the CSUID – PID will no longer be fed “downstream” after this time.
5. Also by the end of the transition period, all “downstream” units: 1) must delete all SSN’s from their systems, and replace them with CSUID, and 2) henceforth are prohibited from using SSN.
6. 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.
7. During the transition period, IS will add CSUID to all of its tables and databases, and CSUID will be available in addition to the PID. By the end of the transition period, IS will delete PIDs from all of its tables and databases. Thus, PIDs will no longer be available from IS after August 11, 2006.
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. The Associate Vice President for Information and Instructional Technology and staff from Information Systems shall work with “downstream” units from the date of approval of this document through the end of the transition period to facilitate implementation.

Specific units/services to be contacted include:

Student Health	SEVIS
Center for Advising and Student Achievement	SAIG
Intern’l Student Services	TCRS
Housing	Data Management Inc
Web CT	Clearinghouse
ID Card Office	Credit Bureau
Bookstore	OBIA
Parking	FRS
Athlete Database	Public Relations
Advancement	Library
Math	Rec Center
Univ of Southern Colorado	Police
CCHE	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](mailto:Patrick.Burns@Colostate.edu), 970.491.5778, who will take them to the Information Technology Executive Committee for their consideration.

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

#### **IV. List of Acronyms and Terms**

Aries – CSU’s Banner Student 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 and used as a personal identifier for obtaining benefits services

HRS – Human Resources System

IAC – the ITEC Advisory Council

IS – Information Systems

ITEC – Information Technology Executive Committee

PID – the current 9-numeric digit personal identifier, generally the SSN

SSN – social security number