

Payment Cards Processing at UNL

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**University of Nebraska –Lincoln
Bursar's Office**

PCIDSS –Why is it Important?

The Payment Card Industry Data Security Standard (PCIDSS) may seem like a lot of extra work, but it really shouldn't be thought of that way. PCIDSS is in place for our own protection. Yes, it is imperative for us to be able to continue to accept credit cards on campus, but that's not all it does! It helps us to avoid fraud by safeguarding our customers' information. It upholds our reputation to the public and increases our customer's confidence in our institution.

What if we don't comply?

- Damage to your Department's and UNL's reputation
- Investigation costs

- Remediation costs
- Fines and fees
- Ongoing compliance audits
- Victim notification costs
- Financial loss
- Data loss
- Charge-backs for fraudulent transactions
- Operations disruption
- Sensitive information disclosure
- Denial of service to customers

What happens next?

Completing everything to comply will be significantly more time consuming for all of us this first year. Once we get the first year's processes established and how we are



going to coordinate and monitor this undertaking, future year's should be much less labor –especially for the merchants. ***So thanks for all your hard work this year and pulling everything together.***

What's New at the Bursar's Office?

We've been updating our web site to better serve campus. Please go to:

www.unl.edu/bursar

and check it out! Not only do we have updated credit card processing information available but we also have many other updates to review. One

item in particular is our Cash Handling Policy.

We also have a new employee. Jennifer Hellwege was hired as Assistant Bursar in August. She comes to us from the Office of Student Accounts. She was Assistant Director there for 9 years. Jennifer is responsible for the monthly

posting of credit card sales and fees. She will also be handling the coordination and monitoring of the PCIDSS. Please feel free to contact her with any questions or concerns.

Jennifer Hellwege
472-9004
jhellwege@unl.edu

UNL did \$1.98 million in credit card sales during the month of October with 40 different departments accepting credit cards as a form of payment.

Your Merchant # is the primary way we track our merchants. So, please try to make it a habit to put this number on all communications.

University of Nebraska —Lincoln Bursar's Office

121 Canfield Administration Bldg
Lincoln, NE 68588-0412

Phone: 402-472-1734
Fax: 402-472-2959
E-mail: bursar@unlnotes.unl.edu



The Office of the Bursar is responsible for administering the University of Nebraska-Lincoln money handling policies and procedures. Don't ever hesitate to contact us with any receipting questions you may have.

Security Reminders

- 5.1 Deploy anti-virus software on all systems.
- 6.1 Ensure all system components and software have latest vendor-supplied security patches installed.
- 7.1 Limit access to cardholder data to only those who need it.
- 8.1 Identify all users with a unique user name.
- 8.2 Ensure passwords are not system assigned and are protected. Passwords must not be shared.

Bursar to Install New Cashiering System

The Bursar's Office will soon be changing our cashiering system to CASHNet. CASHNet is a web based system which has a lot of flexibility and offers a lot of reporting features we currently do not have. We can already see many benefits and opportunities we may utilize here at UNL. We are very excited about it but know we have some major changes ahead of us. So, the next few months will be challenging .

We are in the implementation stages currently and expect to go live (in the Bursar's Office only) in December 2007 with the new system. This is not expected to change how credit card sales are processed but may affect

other cashiering activities in the future. So keep an eye out for more information!

