

Payment Cards Processing at UNL

VOLUME 2, ISSUE 1

FEBRUARY, 2008

University of Nebraska —Lincoln
Bursar's Office

Departmental Reviews Set to Begin Soon



Go to:

bursar.unl.edu

under "Credit Card Processing"

E-Commerce Security Policy - This policy was developed to update the policy published at:

http://www.unl.edu/cwis_team/ecom/securitypolicy.html

Change any links you have to this policy immediately. The old page will be removed after February 15th.

UserID and Password Policy - This policy was developed to ensure we have proper internal controls in place and to safeguard access to our systems.

Document for System Configuration Changes - This form was developed to ensure that only appropriate parties are requesting system changes.

Well, we said it would happen! The Bursar's Office is in the process of planning for Departmental reviews and will be contacting you regarding a visit to your office. This review will be a continuation of previous communications and will have several goals in mind:

- Reviewing and updating the documentation that was collected in 2007.
- Ensuring that internal controls are in place for the proper handling of credit card payments.
- Documenting compliance with PCI requirements.

We realize that these will take time and recognize that you are all busy. But, these are both necessary and beneficial

reviews that will improve our business processes. By seeing your processes first-hand, we will gain valuable knowledge that will help us all. We will work diligently to minimize the time required of your Department for these visits. The collection of some information from you prior to our visit will help facilitate this. Proper planning will be crucial and we will be sure to do our part to make this first round of reviews go as smoothly as possible.

Jennifer Hellwege is developing a schedule for reviews. Few will occur in this first quarter because much of our time will be devoted to planning instead. But, we will try to get started soon. Our goal is to visit everyone this first year. After that, we will stag-



ger our visits as determined necessary.

Thank you in advance for all of your cooperation in getting this done!

Terminology

Default Password –The password on system administration or service accounts when a system is shipped from the manufacturer, usually associated with the default account. Default accounts are published and well known.
Password –A string of characters that serve as an authen-

ticator of the user.
Authentication –The process of verifying identity of a subject or process.
Two-Factor Authentication –Authentication that requires users to produce two credentials—something they have (e.g. smartcards or hardware tokens), and something

they know (e.g. a password).
In order to access a system, users must produce both factors.
User ID –A character string that is used to uniquely identify each user of a system.
Token –A device that performs dynamic authentication.

**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—PASSWORDS

- 8.5.7 Communicate password procedures and policies to all users who have access to cardholder data.
- 8.5.8 Do not use group, shared, or generic accounts and passwords.
- 8.5.9 Change user passwords at least every 90 days.
- 8.5.10 Require a minimum password length of at least seven characters.
- 8.5.11 Use passwords containing both numeric and alphabetic characters.
- 8.5.12 Do not allow an individual to submit a new password that is the same as any of the last four passwords used.



For advice on creating passwords, go to: www.unl.edu/security/passwords.html

State in Bid Process for Credit Card Processing

The State of Nebraska issued a Request for Proposal (RFP) on September 20, 2007 to select a contractor for providing Credit Card Processing Services. As part of the State system, this contract does include the University. The bids were opened November 28th and presentations were done by three vendors the week of January 7th.

Our current Acquirer, First National Merchant Solutions (FNMS), was selected from the three vendors and will continue as our Acquirer under a new

contract.

The State hopes to have a new contract in place by late spring. The contract will be for five years with the option to renew for two additional one year periods. We will keep you informed of this process and how it may affect your processing. The State has negotiated pricing under the new contract. This information

should be available to us soon and will be shared as soon as possible.

NOTE: One item that was included

under the new contract is that FNMS will replace any out-dated equipment at no cost. That will be beneficial to many of our merchants here at UNL. So if you are considering upgrading — WAIT — since this should occur soon at no cost to us. ☺

Stay tuned!!

