

Payment Cards Processing at UNL

VOLUME 3, ISSUE 2

MAY, 2009

University of Nebraska —Lincoln
Bursar's Office

May 31st PCI Deadline Approaching

ALL MERCHANTS must complete their PCI documentation for the 2008-09 year. The documentation required includes the following:

- Completed Merchant Profile - signed and dated this year
- Current Departmental Procedures - signed and dated this year
- Completed Self-Assessment Questionnaire (SAQ) Version 1.2 - as appropriate for your Merchant Number(s)

This documentation is necessary for each of your Merchant accounts. If you have multiple accounts, we suggest submitting a Merchant Profile for each, but your Departmental Procedures and SAQ can be combined into one document. Be sure that the documentation fully explains the processes for each account and accurately reflects the answers for all of them.

We are working through the documentation received so far and will be in contact with you if you are missing anything or if any questions arise. But, please feel free to contact the Bursar's Office for the status of your information or if you have questions regarding any of the requirements.



Question!?!

Here are some questions / information on the SAQs we wanted to share:

Requirement 12

Is this covered by the University's security policy or is each department expected to have their own policy?

The University's credit card processing policy is satisfactory.

Items Completed by Networking

The following items can be left blank and will be completed by networking for anyone using the associated networking services:

- Requirement 1
- Requirement 2.1.1
- Requirement 11 - Mer-

chant must keep the Bursar up-to-date with IP addresses.

Which SAQ(s) do I do?

I have a merchant number that would be required to complete SAQ A and one that would be an SAQ B. Do I have to complete both or which do I complete?

Complete SAQ B. It includes all of the questions from SAQ A as well.

How do I complete Part 3 and Part 4 of the SAQ?

We suggest completing the SAQ in this order:

- Part 1 (already completed by Bursar)
- Part 2 - Complete with your Department's information. Put your Department Name and Merchant Number(s) in DBA field.
- SAQ Questionnaire and any necessary Appendix (pg 4 on)
- Part 4
- Part 3



FISCAL YEAR END

Submit your June activity reports as soon as possible after June 30th.

EVERYONE's reports must be submitted before we can post the sales entry.

All Other Months

We appreciate your prompt attention to these reports each month. Please have your activity report to the Bursar's Office by the 10th of each month.

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Bursar's Office**

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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.

PCI Scanning Process – QUALYS GUARD®

UNL's vulnerability scans for PCI are performed weekly using the QualysGuard scanner. We are required to submit to our acquirer, First National Merchant Solutions (FNMS), a passing scan for each quarter.

Each department processing credit cards must keep all IP addresses current with the Bursar when they fall under the following situations:

- all servers where a credit card number is entered (even if it is not stored)
- all desktops used to enter credit card transactions
- all desktops in which you view the full credit card detail

A passing scan is accomplished if the scan of your IPs does not have any **Confirmed or Potential Vulnerabilities of a 3 or above** (although we have seen some irregularities). So, immediate action is necessary if your scan results are a 3 or above.

Each Department requiring scans has had one or more individuals created as a User in the QualysGuard system. These users are your department's access to the system and are responsible for resolving any issues / concerns brought to light by the scanning process. As previously stated, those items with confirmed or potential vulnerabilities of a 3 or above are our biggest concern, but all vulner-

abilities should be examined and considered in order to create the most secure environment possible at the University.

The Bursar's Office is currently maintaining the User Accounts and the Asset Groups (which identify your IPs to scan) on QualysGuard. ***Any changes to this information should be submitted to the Bursar immediately.***

Security Reminders (per PCI DSS Version 1.2)

Requirement 5: Use and regularly update anti-virus software or programs.

- 5.1 Deploy anti-virus software on all systems commonly affected by malicious software (particularly person computers and servers).
- 5.1.1 Ensure that all anti-virus programs are capable of detecting, removing, and protecting against all known types of malicious software.
- 5.2 Ensure that all anti-virus mechanisms are current, actively running, and capable of generating audit logs.

