



eVA USER ACCESS POLICY

Policy Title: eVA User Access Policy

Policy Type: Administrative

Policy Number: 43-25 (2022)

Approved: 03/03/2022

Responsible Office: Procurement Services

Responsible Executive: Vice President for Finance and Administration

Applies to: All University Employees (classified, hourly, temporary)

POLICY STATEMENT

eVA is the Commonwealth of Virginia’s web-based purchasing solution that streamlines and automates government purchasing activities. The ability to provide a robust, fully hosted electronic procurement solution such as eVA is highly dependent on the security of its infrastructure, as well as the security of each and every transaction that takes place in the eVA solution. Norfolk State University’s (NSU) eVA user access policy identifies the security controls to enforce access control measures as outlined in the Commonwealth’s eVA Electronic Procurement System Security Policy and eVA Electronic Procurement System Security Standards.

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DEFINITIONS

Custodian: An individual at the agency granted access to a deactivated account for the

purposes of completing outstanding changes to purchase orders, receiving or completing active Quick Quotes. The individual shall not perform any approvals in the custodial account.

DGS/DPS: Department of General Services / Division of Purchases and Supply.

Division of Purchases and Supply (DPS) Account Executive: The Division of Purchases and Supply staff member assigned to the University to assist them in effectively using and configuring *eVA*.

eVA Acceptable Use Acknowledgement Form: An agreement between the user and the DGS/DPS Director that specifically identifies user responsibilities in order to be granted access to *eVA*. An Acceptable Use Agreement shall be signed before access is given to a user.

eVA Lead: An Individual designated by the University's Procurement Director that is responsible for the entity's day to day *eVA* functions including working with the University *eVA* Security Officer and the DPS Account Executive to ensure proper agency setup and user access is maintained.

eVA Security Officer: Individual designated in writing by the University's Agency Head to administer security of *eVA* for the organization.

eVA User: Any approved individual that is granted a login and password. When used for the purpose of this document, the term "*eVA* Users" reflects the secured portal users of *eVA* (known as buyers and vendors).

NSU eVA User Profile Data Sheet: Form completed by the NSU employee requesting *eVA* access or modification of access; details requestor's demographic information to ensure proper account update.

CONTACT(S)

Procurement Services officially interprets this policy. The Vice President for Finance and Administration is responsible for obtaining approval for any revisions as required by BOV Policy #01 (2014) Creating and Maintaining Policies <https://www.nsu.edu/policy/bov-01.aspx> through the appropriate governance structures. Questions regarding this policy should be directed to Procurement Services.

STAKEHOLDER(S)

University Community

eVA USER ACCESS POLICY CONTENTS

In accordance with the Department of General Services / Division of Purchases and Supply *eVA* Electronic Procurement System Security Policy and *eVA* Electronic Procurement System Security Standards, it is the policy of the Commonwealth of Virginia that the e-procurement solution be used only for conducting legitimate and authorized *eVA* business transactions within the approved authority level of the user and in the manner in which it was intended. Departments and activities of the University that are authorized to use *eVA* shall use all reasonable security control measures to ensure that:

- a. e-procurement information will be protected against unauthorized access.
- b. Confidentiality, integrity, and availability of e-procurement information shall be maintained.
- c. Regulatory and legislative requirements will be met.

Obtaining eVA User Access

A Norfolk State University employee desiring access to the eVA system is required to submit a completed NSU eVA User Profile Data Sheet, eVA Acceptable Use Acknowledgement Form, and Certification of Completion for the eVA New User training (MOAT) to the designated eVA Lead for processing prior to gaining access to eVA. Upon receipt of access authorization, the university employee is contacted and issued an eVA User ID.

Deactivation of eVA Access

Upon notification of eVA access termination from the department or Human Resources, the eVA User deactivation from the eVA system is processed and routed to the eVA Security Officer and Division of Purchases and Supply (DPS) Account Executive for full deactivation. A Custodian may be given access to the eVA User's account to ensure continued access to eVA transactions processed by the deactivated user.

EDUCATION AND COMPLIANCE

Procurement Services will provide procurement training for eVA Users and supervisors emphasizing the importance of State and University policies and procedures in accordance with University policies and Article 6 of the *Virginia Public Procurement Act (VPPA)*.

PUBLICATION

This policy will be widely published and distributed to the University community. To ensure timely publication and distribution thereof; the responsible Executive will make every effort to:

- Communicate the policy in writing, electronically, or otherwise, to the University community, within 14 days of Board approval;
- Submit this policy for inclusion in the online Policy Library within 14 days of Board approval;
- Post the policy on the related webpages; and
- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary. Failure to meet the publication requirements does not invalidate this policy.

REVIEW SCHEDULE

- Next Scheduled Review: 03/03/2025
- Approval by, date: President,
- Revision History:

RELATED DOCUMENTS

1. eVA Electronic Procurement System Security Policy
https://eva.virginia.gov/library/files/eVA-Security-Docs/eVA_SecurityPolicy.pdf
2. eVA Electronic Procurement System Security Standards
<https://eva.virginia.gov/library/files/eVA-Security-Docs/eVA-Security-Standards.pdf>
3. Agency Procurement and Surplus Property Manual
<https://dgs.virginia.gov/globalassets/business-units/dps/documents/apspm/apspm-2021.pdf>

Governing Rules - [§ 23.1-1017. Covered institutions; operational authority; procurement \(virginia.gov\)](#)

Higher Ed Manual - [Bill Tracking - 2008 session > Legislation \(virginia.gov\)](#)

FORMS

eVA Acceptable Use Acknowledgement Form

<https://www.nsu.edu/procurement/forms/eva-acceptable-use-acknowledgement.aspx>

NSU eVA User Profile Data Sheet

<https://www.nsu.edu/procurement/forms/nsu-eva-data-sheet.aspx>