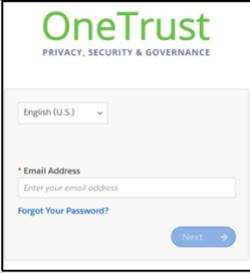
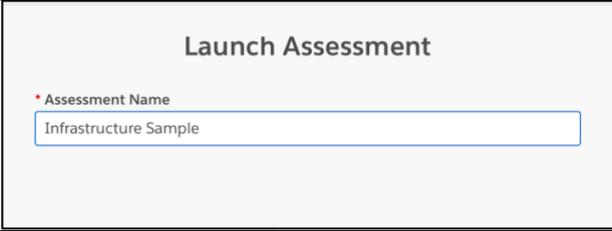
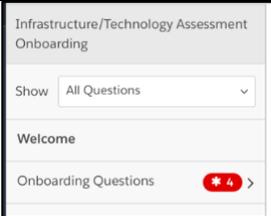


## INFRASTRUCTURE AND TECHNOLOGY ONBOARDING FORM GUIDANCE

The Office of Information Security works with WashU community members to ensure the continued confidentiality, integrity, and availability our data and systems by evaluating technologies from a security perspective. To begin the process of onboarding a new technology, first complete the “Infrastructure and Technology Assessment Onboarding Form.” After the Office of Information Security has reviewed your onboarding responses, we will send the full Infrastructure and Technology Assessment Questionnaire.

Step-by-step guidance for the onboarding form is below.

INSTRUCTIONS	RELATED SCREENSHOTS	
1. To begin the technology onboarding process, complete the Infrastructure and Technology Assessment Onboarding questions.		
2. To access the onboarding questions, first log into OneTrust with your WUSTL Key ID. If you are not already logged into ONE Single Sign On, you will be prompted to log in.	 <p>The screenshot shows the OneTrust login interface. At the top, it says 'OneTrust' with the tagline 'PRIVACY, SECURITY &amp; GOVERNANCE'. Below that is a language selector set to 'English (U.S.)'. There is a required field for 'Email Address' with a placeholder 'Enter your email address'. A link for 'Forgot Your Password?' is visible. A blue 'Next' button with a right arrow is at the bottom right.</p>	
3. Once logged into OneTrust, click on “Launch” under the infrastructure and technology assessment icon.	 <p>The screenshot shows a shopping cart icon at the top. Below it, the text 'Infrastructure/Tech...' is partially visible. A prominent blue 'Launch' button is centered at the bottom.</p>	
4. Enter the name of the technology as your Assessment Name, then click “Launch.”	 <p>The screenshot shows a form titled 'Launch Assessment'. It has a required field for 'Assessment Name' with the text 'Infrastructure Sample' entered. A blue 'Launch' button is at the bottom right.</p>	
5. Click on “Onboarding Questions” in the left column.	 <p>The screenshot shows a sidebar menu for 'Infrastructure/Technology Assessment Onboarding'. It includes a 'Show' dropdown set to 'All Questions'. Below that is a 'Welcome' section. At the bottom, there is a link for 'Onboarding Questions' with a red star icon and a right arrow.</p>	

6. Answer the following questions. Please note that questions with asterisks are required.

1.1 Date Request Submitted (choose date from calendar).

1.2 Contact Name for request \*

1.3 Contact Email Address \*

1.4 What is being assessed? (enter description in the textbox)

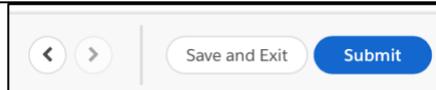
1.5 Please describe a brief description of the assessment needed (enter description in the textbox). \*

1.6 Please provide names of individuals what need to assist in completing the questionnaire (e.g., technical lead, project manager, systems architect, project architect, solutions architect, business analyst, etc. Please enter names in the textbox).

1.7 Please provide email addresses of the individuals to assist in completing the assessment (enter email addresses in the textbox for everyone named in question 1.6 response).

1.8 Please provide names of any vendors included in this assessment (enter vendor names in textbox). \*

7. After answering all of the questions, please click the "Submit" button.

A horizontal bar containing navigation and action buttons. On the left, there are two circular buttons with left and right arrow symbols. To their right is a light gray button labeled "Save and Exit". On the far right is a blue button labeled "Submit".