Archer Training Tutorial Series

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No audio. Music only. Title page—Lesson 3: Introduction to the Archer Environment (Vendor or Sutter Health Technical Contact)

This lesson contains audio a PDF of the script is available.

Sutter Health Privacy and Information Security logo

Slide 2

Welcome to the third instructional video for Archer. This video will provide you with an introduction to the Archer environment for the technical contact.

If you do not yet have a technical contact Archer account, please contact your business requester and ask that they request one be created for you.

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Using your new technical contact user account information, you log into Archer at: https://grc.archer.rsa.com.

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Enter your user ID, password, and Sutter Health instance ID, which is 20171, in the respective log in page fields.

When you log into Archer for the first time, you'll be prompted to change your password. After changing your password, you'll arrive at your workspace page.

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If you forget your password, you can reset it by clicking on the "Reset Password?" link that appears after you enter an incorrect password.

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After clicking the link, enter your user ID and instance ID, 20171, and the email address associated with your account.

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Click the "Reset" button and a temporary password will be emailed to you.

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Login with your temporary password and you will be prompted to change to a new password.

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The first landing page you see is called the workspace. It contains lists and functions you can use during the SRA process. Let's review each function.

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On the left side of the bar is the home button. Clicking this button from anywhere in Archer returns you to the workspace page.

To the right of the home button is the SRA Management button and menu. This button will take you to your dashboard, which we'll discuss more in a moment.

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Clicking on the triangle to the right of this button opens up a drop down menu containing a link to your dashboard and other functions, which you may not use.

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Further to the right is a magnifying glass. You can search for SRAs by typing their number into this search window.

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You can also search for other identifiers, like the vendor name, product, service, application, and etc.

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Next to this function you will find the technical contact's menu showing your first name.

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Use this menu to log out of your session by clicking this dropdown and selecting "Logout."

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You can also click on the "User Profile" link in this drop down menu to update information in your user account, including changing your password or email address associated with your Archer account.

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Finally, to the far right is the Help button, which is a link to Archer's online documentation.

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Below the navigation bar there are three panes.

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The left pane is the task pane and lists all tasks awaiting completion.

The middle pane is the activity pane and lists all activities that have recently occurred, including past notifications, completed tasks, etc.

The right pane is blank and is not used by the Technical Contact.

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Now that we've covered the basic aspects of your workspace, let's visit the technical contact dashboard.

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The technical contact dashboard contains two panes: Security Questionnaire Reports and Findings Report.

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In the Security Questionnaire Reports pane, you can select two reports.

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The "Security Questionnaire - IRQ-In Progress" report lists all of the Security Questionnaires you currently have in progress that still have unanswered inherent risk questions.

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The "Security Questionnaire – Controls Attestation – In Progress" report lists all of the Security Questionnaires you currently have in progress that still have unanswered control questions.

For more information on the security questionnaire, please view the security questionnaire instructional video.

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In the Findings Report pane, you can select from two different reports.

The "Findings – Remediation Due in 1 Week" report lists findings whose remediation are due in the next week.

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The "Findings – Open Items – Pending Remediation" report lists all findings for all of your in progress SRAs that have not been remediated.

For more information on risk findings and associated corrective action plans, please view the findings and corrective action plans instructional video.

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In the next video, we'll walk through how to submit a new request for an SRA. That video and other information on the SRA process can be found on the Privacy and Information Security Risk Management portal page.