

## Archer Training Tutorial Series

### Slide 1

No audio. Music only. Title page—Lesson 5: Completing the Security Questionnaire

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

Sutter Health Privacy and Information Security logo

### Slide 2

Narration:

Welcome to the fifth instructional video for Archer - Sutter Health's Governance, Risk, and Compliance tool for security risk assessments.

This video will walk the Sutter Health business requester and technical contacts through how to submit a Security Questionnaire using the Archer environment.

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After you successfully create your SRA request, the Privacy and Information Security Risk Team will assign an analyst to your SRA. The analyst will decide if your request requires the completion of a Security Questionnaire.

The Security Questionnaire is comprised of two main parts – an Inherent Risk Assessment portion and a Control Questions portion.

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The Business Requester will complete the first half of the Inherent Risk Assessment questions, then the technical contact will complete the second half of the Inherent Risk Assessment questions as well as the Control Questions.

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It is important to note that a Vendor Technical Contact must answer the Inherent Risk and Control questions if the vendor will have access to Sutter Health data or receive Sutter Health data.

A Sutter Health technical contact will only be able to answer the questionnaire if data does not leave Sutter Health nor is it accessible by the vendor.

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First, we will review how the business requester completes the first portion of the security questionnaire.

### Slide 7

If a security questionnaire is required, the business requester will receive an email inviting them to log into Archer to complete the first portion of the questionnaire, known as the Inherent Risk Assessment, or IRA section.

### Slide 8

To do this, the business requester may follow the link in the email to begin the questionnaire, or locate the questionnaire in their dashboard.

### Slide 9

To locate the questionnaire in the business requester's dashboard, log into Archer using your Business Requester user account at: <https://grc.archer.rsa.com>.

After logging in, click on SRA Management button to visit your dashboard.

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The security questionnaire will be listed in the "Security Questionnaire Reports" panel. Click on the link to go to the questionnaire.

To begin the questionnaire, click the "Edit" button.

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Answer each of the questions by making appropriate selections, noting that some questions may have follow on questions.

If you'd like to add a note or explanation for any of your responses, click the note icon next to your response, enter your comment in the box provided, then click the "Save" button.

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To return to your questionnaire, click the blue X at the top right of the screen.

When you've completed your portion of the questionnaire, click the "Submit IRA" button at the top of the questionnaire. Archer will automatically email your technical contact, instructing them to complete the remainder of the questionnaire.

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Next, we will review how the technical contact completes the remainder of the security questionnaire.

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Once the business requester has completed their portion of the security questionnaire, the technical contact will receive an email inviting them to log into Archer to complete the remainder of the questionnaire.

To do this, the technical contact may follow the link in the email to begin the questionnaire, or locate the questionnaire in their dashboard.

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To locate the questionnaire in the technical contact's dashboard, log into Archer using your Technical Contact account at: <https://grc.archer.rsa.com>.

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After logging in, click on SRA Management button to visit your dashboard.

The security questionnaire will be listed in the “Security Questionnaire Reports” panel.

In this example, we will select the “IRQ In-Progress list”. Click on the link to go to the questionnaire.

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To begin the questionnaire, click the “Edit” button.

#### Slide 18

Answer each of the questions by making appropriate selections, noting that some questions may have follow on questions.

If you’d like to add a note or explanation for any of your responses, click the note icon next to your response, enter your comment in the box provided, then click the “Save” button.

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To return to your questionnaire, click the blue X at the top right of the screen.

When you have completed the first portion of the questionnaire, click the “Submit IRA” button at the top of the questionnaire. After Archer saves the questionnaire, you can scroll down to the control questions and provide your responses.

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If you’d like to add a note or explanation for any of your responses, click the note icon next to your response, enter your comment in the box provided, then click the “Save” button.

To return to your questionnaire, click the blue X at the top right of the screen.

#### Slide 21

As you answer the control questions, you may save your progress by clicking on the “Save” button at the top of the record.

If you are unable to answer all questions in one session, you may save and exit the record to return later by locating it in your dashboard.

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Once you’ve provided responses to all questions in each of the Control Question tabs, click the “Confirm Responses” button at the top of the record. Note that once you click the “Confirm Responses” button, you will no longer have the ability to save further responses and return to the record later – you must answer any unanswered questions in the same session.

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Once you’re satisfied with your responses, click the “Submit Control Questions” button at the top of the record to complete the questionnaire and send it to the Risk Analyst for review.

#### Slide 24

If your questionnaire is rejected, the Risk Analyst will leave comments at the bottom of the questionnaire noting which of your responses requires attention. View the comments for that question for further instruction, make any necessary updates, and resubmit your questionnaire as before.

### Slide 25

If the Risk Analyst accepts your questionnaire responses, the SRA report will be produced and you will be notified of any risk findings. Responding to risk findings is covered in the next training video.

### Slide 26

In the next video, we'll walk through how to create Corrective Action Plans to respond to any risk findings identified in your Security Risk Assessment report.

### Slide 27

That video and other information on the SRA process can be found on the Privacy and Information Security Risk Management portal page.