Keylight

By NAVEX Global®

Higher Education
with Keylight®

Centralize your institution's education compliance, risk management, auditing, incident reporting, and IT security

Whether your institution is a 1,200-student private college or a 50,000-student state university, the responsibility of higher education compliance rests with many people working in multiple departments in various locations with increasing demands on their time. Often, these departments operate as siloed units with their own policies, processes, and IT networks. Thus, information sharing is a challenge.

There is a way to minimize the effort of compliance and risk management in education. The Lockpath® Keylight® Platform helps institutions manage all facets of governance, compliance, risk management, and information security. Keylight can store essential activities, processes and information in a single database. What's more, it's a scalable platform that can be used by one department or across an entire institution.

The education sector can use Keylight to:

- Create and manage policies across departments, business functions and campuses.
- Provide a centralized location to search for and read the most relevant and up-to-date policies.
- Collect information on HR violations, conflicts of interest, NCAA infractions, and campus

and third-party safety matters.
- Maintain a comprehensive view of your institution's risk portfolio and control infrastructure.
- Efficiently gather information and complete audit activities.
- Minimize the risk of non-compliance with various regulations, such as Title IX, Clery Act, FERPA, FAR, DFAR, and ITAR.

Policy and Procedure Management

Educational institutions are tasked to comply with a host of regulations in addition to their own internal policies, which can vary by individual colleges within a university system, and even by department within a specific college. The process of policy management often involves numerous departments with no centralized means to communicate. Therefore, it's common for policies in higher education to go five or 10 years without being updated. Integrating and correlating information from multiple sources and systems into a single view is essential to effectively identify and manage policies and procedures.

The platform's ability to import large amounts of data allows institutions to efficiently store existing policies in their original format, and map them to federal

and state regulations and guidelines. You can also store a history of document versions.

Using the platform's full policy management capabilities gives an organization the ability to:

- Reduce redundancies by addressing multiple compliance activities in a single framework.
- Reveal gaps between regulatory controls and your existing policies.
- Collaborate during the process of authoring and amending policies.
- Generate assessments and test user comprehension of policies.
- Organize compliance documents by type (e.g., policy, procedure, standard) or by selected business units to make them easy to find, edit, and review.
- Streamline the process of reviewing and approving policy exceptions. When developing campus-level or even department-level policies, some will not be feasible to implement across the board. But trying to request and approve an exception is burdensome when done via email.
- Allow users to access content and share links to documents

for real-time collaboration with colleagues.
- Produce documented version histories for audit purposes.
- Generate awareness events that alert students and/or staff of university policies and capture policy attestations.

Collect incident information for investigation and reporting

Using Keylight can streamline the process of identifying incidents, building reports, assigning tasks, monitoring activities and resolving issues. It helps users consolidate and centralize incident data from multiple internal and external sources, control access to that data, and automate the review, approval and resolution process. It also provides an audit trail to satisfy regulators and outside investigators.

Lockpath also offers the Anonymous Incident Portal (AIP), which would allow students and staff to anonymously report violations, such as conflicts of interest, NCAA infractions or campus assaults. The AIP integrates with the Keylight Platform, providing immediate notification to key personnel and supporting rapid internal investigation.

For incident tracking and remediation, Keylight makes it easier for institutions to:

- Compile incident reports from multiple sources.
- Document incidents by creating customized tables to direct information gathering.
- Link separate incidents that may be similar or potentially

related.
- Preserve critical analysis such as incident discovery date, severity, evidence and prevention.
- Assign response teams to investigate and remediate incidents.
- Manage remediation plans and associated corrective actions.

Managing Risk

The size and openness of many college campuses carries an abundance of risk. For example, most institutions have formal plans in place for dealing with select emergencies, from weather to an active shooter on campus. But what if one of those events occurs at the same time the college is hosting 200 high-school students for a basketball camp?

There are also a multitude of IT risks, given the hodgepodge of hardware, software, systems and IT personnel on the typical campus. Units working in the same building and/or within the same overall department may have differing

policies, operate on separate networks and be managed by multiple IT departments. When network vulnerabilities are discovered, it may take hours just to determine whom to contact for the affected system.

The key to effective risk management in education is having a comprehensive view

Unlike most platform providers, Lockpath's goal is to implement the Keylight Platform within 30 days to yield a timely return on investment.

of organizational and IT risks, identifying the most critical risks and prioritizing remediation efforts.

With Keylight you can:

- Break down functional silos and create a more coordinated risk management approach.
- Account for all risks in university policies and internal audits.
- Identify the full scope of your risk universe, define risk tolerances, create a risk ranking, and assign responsibility for each risk.
- Collect information from the people across the campus

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who most closely monitor certain assets and processes.

- Capture, analyze and track exceptions to compliance policies throughout the organization.
- Easily report risk assessments and remediation with a single ticketing system.
- Unify and correlate any amount of security content from MSSPs, data governance and network security systems, IT management systems and content feeds.
- Create a comprehensive asset profile, view historical threat information, and track regulatory obligations by device.
- Create continuity plans to prepare for the worst, manage associated risks and minimize potential losses.
- Put a comprehensive and customized plan in place and, should disaster occur, pull together disparate resources to quickly begin the recovery process.
- Perform impact analysis on potential events and test business continuity plans with tabletop exercises.

Evidence Gathering and Audit Preparation

The makeup of campuses also makes the tasks of reporting incidents and responding to audits difficult. Documents are spread across campus, requests and follow-ups are done through email and none of this information has a central, accessible location.

Keylight streamlines the effort of identifying auditable entities, conducting audit tasks and communicating audit findings by centralizing all audit activities into one accessible platform. Internal audit teams can track audit requests, internal controls, and the communication between team members and external auditors. Keylight's integrated workflow functionality and dashboard displays connect departments and sites with one set of data.

- Document all auditable entities, including facilities, processes, suppliers, etc.
- Create an audit self-service portal.
- Generate automated workflows to complete audit tasks and set follow-up reminders.
- Implement a risk-based approach to planning and prioritizing the audit process.
- Connect teams from separate departments and sites with integrated workflows and dashboard displays.
- Create workflows to review information before making it available to auditors.
- Preserve a searchable history of audit responses.
- Reduce audit preparation time.

The most efficient, intuitive GRC platform on the market

Compliance, risk management and security needs that exist today may broaden tomorrow, and concerns you don't have today may manifest in a few months or years. In the complex world of higher education, you can't settle for just any GRC tool. You need one that:

- Won't take months to implement and configure
- Can scale as your company grows and expands
- Can be changed without a single line of programming code
- Can conform to your processes rather than you having to adapt your business to the software

Keylight was created by industry experts who recognized the need for easy-to-use software that was flexible and scalable to serve ever-changing and expanding organizations.

Unlike most GRC platform providers, Lockpath's goal is to implement Keylight within 30 days. Plus, Keylight is easily configurable so it can be adapted to changes in company operations, regulations or security needs. In fact, while most GRC platforms require additional programming and code writing to configure, Keylight requires just a mouse and keyboard.

If you're frustrated by the slow implementation of your current GRC software, or still trying to retrofit your existing technology to meet the new standards, or just throwing in the towel and hoping spreadsheets and other antiquated tools can do the job, contact Lockpath at **info@Lockpath.com**.

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