

NCAS Security Request (OSC SEC01) Field Definitions

The **NCAS Security Request Form, OSC SEC01**, is divided into two main sections. The first section is completed by the agency when requesting security access for an operator. The second gray section is for OSC use only.

AGENCY REQUEST

The **Agency Request** section is divided into two main areas. The first area provides general information about the requesting agency, the operator, and the type of request. The second area indicates the selected systems for operator use, the type of screen access, the profile definition, and signature authority.

AGENCY #	A two-digit OSC-assigned agency identifier. For example, the agency number for DOC is 42.
DIV NAME	If any agency has divisional locations, this field may identify the agency's division location for the operator. For example, a DOC operator may be located at the Division of Prisons (DOP).
REGION	P or NC23. Always required.
TYPE OF REQUEST	Indicate the type of security request: A = Add a new operator to the NCAS C = Change an existing operator's security D = Delete an existing operator from the NCAS N = Change name and password only. The following information is conditional , based on the type of request made: If A, include 2 and 3. If C, include 1, 2, and 3. If D, include 1 and 2.
¹ OPERATOR ID #	Operator ID number assigned by the OSC NCAS Security Administration Team, required if the type of request is a CHANGE or DELETE .
² OPERATOR NAME	Operator's <i>complete</i> name. Always required.
³ FOR SECURITY RESTRICTIONS, ATTACH FORMS OSC SEC02, OSC SEC03, AND/OR OSC SEC04	If the operator's security differs from the selected NCAS or agency security profiles, if additional selective restrictions are needed, or if I.E. security is requested, security forms OSC SEC02, OSC SEC03, and/or OSC SEC04 should be attached. It is conditionally required if the type of request is an ADD or CHANGE .
³ RACF ID	Mainframe system access defined to RACF is assigned to the operator by the agency's RACF Security Administrator. It is required if the type of request is an ADD operator, conditionally required if the type of request is a CHANGE .

³ RACF GROUP	The RACF ID is defined to a RACF Group by the Agency Security Administrator. It is required if the type of request is an ADD .
³ OPERATOR'S PHONE NUMBER	The operator's direct phone number is required if the type of request is an ADD . It is conditionally required if the type of request is a CHANGE .
³ OPERATOR'S FAX NUMBER	The operator's fax number is required if the type of request is an ADD . It is conditionally required if the type of request is a CHANGE .
³ OPERATOR'S EMAIL ADDRESS	The operator's email address is required if the type of request is an ADD or a CHANGE .

SELECT SYSTEMS TO BE ACCESSED

APPLICATION #	The application number is a two-digit number that identifies the application within DCI security.																				
APPLICATION ID	The application ID is a two-character identifier that represents the application system to be accessed. This is user information only.																				
	<table border="0"> <tr><td>AP</td><td>Accounts Payable</td></tr> <tr><td>AR</td><td>Accounts Receivable</td></tr> <tr><td>BC</td><td>Budgetary Control</td></tr> <tr><td>FA</td><td>Fixed Assets</td></tr> <tr><td>FC</td><td>Financial Controller</td></tr> <tr><td>GL</td><td>General Ledger</td></tr> <tr><td>I.E.</td><td>Information Expert</td></tr> <tr><td>IN</td><td>Inventory</td></tr> <tr><td>PS</td><td>Purchasing</td></tr> <tr><td>PC</td><td>Procurement Card</td></tr> </table>	AP	Accounts Payable	AR	Accounts Receivable	BC	Budgetary Control	FA	Fixed Assets	FC	Financial Controller	GL	General Ledger	I.E.	Information Expert	IN	Inventory	PS	Purchasing	PC	Procurement Card
AP	Accounts Payable																				
AR	Accounts Receivable																				
BC	Budgetary Control																				
FA	Fixed Assets																				
FC	Financial Controller																				
GL	General Ledger																				
I.E.	Information Expert																				
IN	Inventory																				
PS	Purchasing																				
PC	Procurement Card																				
INQUIRY ONLY SCREENS	To request inquiry screens, check the box by the appropriate application(s). A check in the Inquiry Screens box allows an operator to view data on inquiry menu selections.																				
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COPY: NCAS OR
AGENCY SECURITY PRO-
FILE # OR A CURRENT ID#

To access the selected system screens, indicate a NCAS or Agency Security Profile number that should be copied.

REQUESTED BY

The signature (and date) of the Agency Security Administrator

OSC USE ONLY

The **OSC Use Only** section is divided into three main areas that define NCAS security assignment to the operator, security sign-offs, and OSC application verification.

OPERATOR ID #

NCAS Operator ID number assigned by the OSC
NCAS Security Administration Team member

OSC SECURITY SIGN-OFF

DCI SECURITY
COMPLETED BY

The signature (and date) of the OSC NCAS DCI Security Administrator. This signature indicates that the OSC NCAS DCI Security Administrator has approved and completed the DCI security.

I.E. SECURITY
COMPLETED BY

The signature (and date) of the OSC NCAS I.E. Security Administrator. This signature indicates that the OSC NCAS I.E. Security Administrator has approved and completed the I.E. security.

APPLICATION PROFILE OR OPERATOR ID # APPLIED (VERIFICATION)

Any changes that the OSC Security Administration Team makes to the form will be noted on the appropriate lines. The OSC initials and dates all changes.

APPLICATION SECURITY
COMPLETED BY

When the application security is completed, the OSC NCAS Security Administration Team member stamps the form with the date of completion and position number of the employee processing the security request.