

# NCAS INFORMATION EXPERT SECURITY REQUEST FORM

OSC FORM SEC04

OPERATOR NAME: _____	OPERATOR ID #: <span style="border: 1px solid black; display: inline-block; width: 80px; height: 25px; vertical-align: middle;"></span>
----------------------	---

- IF REQUESTING AN OPERATOR ID FOR APPLICATION AND I.E. ACCESS, COMPLETE OSC SEC01 AND OSC SEC04 FORMS.
- IF REQUESTING AN OPERATOR ID FOR I.E. ACCESS ONLY, COMPLETE OSC SEC04 FORM.
- IF REQUESTING A CHANGE TO I.E. ACCESS OR IF DELETING I.E. ACCESS, COMPLETE OSC SEC04 FORM.

COMPLETE THIS SECTION WHEN REQUESTING AN OPERATOR ID FOR I.E. ACCESS ONLY OR WHEN CHANGING OR DELETING I.E. ACCESS:

TYPE OF REQUEST: <input type="checkbox"/>	A = ADD I.E. ACCESS	C = CHANGE I.E. ACCESS	D = DELETE I.E. ACCESS
AGENCY: _____ AGENCY #: _____ REGION: _____		ORG: _____	
		RACF ID: _____ RACF GROUP: _____	
OPERATOR'S JOB TITLE AND DESCRIPTION: _____ _____			

COMPLETE THIS SECTION WHEN REQUESTING OR CHANGING I.E. ACCESS:

The operator will:	
<input type="checkbox"/>	Provide technical support to your agency through I.E.
<input type="checkbox"/>	Only run I.E. reports found in Public Libraries.
<input type="checkbox"/>	Create new I.E. reports and run I.E. reports found in Public Libraries.
Preferred Default IE Library:	
<input type="checkbox"/> Financial (Finan)	<input type="checkbox"/> DP
<input type="checkbox"/> Miscellaneous (Misc)	<input type="checkbox"/> Production
<input type="checkbox"/> Management (Mtmgt)	
<input type="checkbox"/> User	
Preferred Technical Library	
The operator above has reviewed the NCAS Security Policy located on the OSC's Website.	
REQUESTED BY: _____ <i>(Agency Security Administrator's Signature)</i>	____/____/____ <i>(Date)</i>

## OSC USE ONLY

OPERATOR ID #: <span style="border: 1px solid black; display: inline-block; width: 150px; height: 25px; vertical-align: middle;"></span>	INITIAL PASSWORD: _____
I.E. GROUP: _____	I.E. DEFAULT LIBRARY: _____
I.E. SECURITY COMPLETED BY: _____ <i>(I.E. Security Administrator's Signature)</i>	
____/____/____ <i>(Date)</i>	

IF YOU HAVE QUESTIONS ABOUT THIS FORM, CONTACT THE OSC SUPPORT SERVICES CENTER AT (919) 707-0795. REVISED: 10/18