

# NCAS INFORMATION EXPERT SECURITY REQUEST FORM

OSC FORM SEC04

OPERATOR NAME: _____	OPERATOR ID #: <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px; vertical-align: middle;"></span>
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- 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"/> <b>A = ADD I.E. ACCESS</b> <b>C = CHANGE I.E. ACCESS</b> <b>D = DELETE I.E. ACCESS</b>	
AGENCY: _____ AGENCY #: _____ REGION: _____	ORG: _____ RACF ID: _____ RACF GROUP: _____

**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:	Preferred Technical 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	

**DHHS USE ONLY:** List Preferred Default I.E. Library and any additional Library(s) needed below.

The operator above has reviewed the NCAS Security Policy located on the OSC's Website.

REQUESTED BY: \_\_\_\_\_ / / \_\_\_\_\_ (Date)  
(Agency Security Administrator's Signature)

## OSC USE ONLY

OPERATOR ID #: <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px; vertical-align: middle;"></span>	INITIAL PASSWORD: _____
I.E. GROUP: _____	I.E. DEFAULT LIBRARY: _____
I.E. SECURITY COMPLETED BY: _____ / / _____ (Date) <small>(I.E. Security Administrator's Signature)</small>	

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