

NCAS SECURITY REQUEST FORM

OSC FORM SEC01

AGENCY REQUEST			
AGENCY #: _____ DIV NAME: _____ REGION: _____ FOR SECURITY RESTRICTIONS, ATTACH FORMS OSC SEC02, OSC SEC03, AND/OR OSC SEC04.			
TYPE OF REQUEST: <input type="checkbox"/> A = ADD OPERATOR C = CHANGE OPERATOR D = DELETE OPERATOR N = CHANGE NAME AND PASSWORD ONLY			
OPERATOR ID #: <input style="width: 150px;" type="text"/> OPERATOR NAME: _____ RACF ID: _____ RACF GROUP: _____ OPERATOR'S PHONE NUMBER: OPERATOR'S FAX NUMBER: OPERATOR'S EMAIL ADDRESS:			
<u>SELECT SYSTEMS TO BE ACCESSED</u>			
APPLICATION #	INQUIRY ONLY ID	COMPANY RANGES NEEDED	COPY: NCAS OR AGENCY SECURITY PROFILE # OR A CURRENT OPERATOR ID #
03	GL	<input type="checkbox"/>	_____
04	AR	<input type="checkbox"/>	_____
06	AP	<input type="checkbox"/>	_____
07	IN	<input type="checkbox"/>	_____
Warehouses: _____, _____, _____, _____			
08	FA	<input type="checkbox"/>	_____
FA Levels: LV1 _____ LV2 _____			
09	BC	<input type="checkbox"/>	_____
BC Document END APPROVAL: _____ (Operator IDs listed for END APPROVAL will have authority to end documents for the Operator ID listed at the top of this form.)			
49	PC	<input type="checkbox"/>	_____
14	PS	<input type="checkbox"/>	_____
21	FC	<input type="checkbox"/>	_____
I.E. ACCESS (YES) <input type="checkbox"/> COMPLETE OSC SEC04 The security request above complies with my agency's internal controls (separation of duties) and policies to prevent security abuses. The operator above has also been given a copy of the OSC personal information disclaimer statement and agrees to comply.			
REQUESTED BY: _____ / _____ / _____ (Agency Security Administrator's Signature) (Date)			

OSC SECURITY SIGN-OFF
OPERATOR ID #: <input style="width: 150px;" type="text"/> (PASSWORD MUST BE CHANGED BY THE OPERATOR DURING THE FIRST LOGON TO THE SYSTEM.)
OSC SECURITY AUTHORIZATION: DCI SECURITY COMPLETED BY: _____ / ____ / ____ (Date) (DCI Security Administrator's Signature)
I.E. SECURITY COMPLETED BY: _____ / ____ / ____ (Date) (I.E. Security Administrator's Signature)
APPLICATION PROFILE OR OPERATOR ID # APPLIED _____ _____ _____ _____ _____ _____ _____ _____ _____
APPLICATION SECURITY COMPLETED BY: _____ _____ _____