NCAS Change Operator Security Profile Form (OSC SEC03) Field Definitions

Selective security restrictions to operator profiles for any NCAS application are defined on the **NCAS Change Operator Security Profile Form, OSC SEC03**. The form is divided into four main sections. The first section is general information to be completed by the agency.

The second section allows the requester to make changes to screen accessibility within the application profile selected for the operator. Therefore, the operator's processing and inquiry capabilities may include access to additional screens not contained in the operator profile and/or profile screens that should be denied.

The third section allows the requester to specify restrictions to screens with more exacting operator controls.

The fourth section is for OSC use only. The operator's security profile can be changed when the agency requests to **ADD** a new operator or make a **CHANGE** to an existing operator.

OPERATOR NAME	Operator's *complete* name. **Always required.**
OPERATOR ID #	Operator ID number assigned by the OSC NCAS Security Administration Team. This box should be blank when adding an operator. When changing an operator's access rights, this box should be completed.
AGENCY	Agency name or abbreviation (e.g., Department of Correction or DOC)
AGENCY #	A two-digit OSC assigned agency identifier. (For example, the agency number for DOC is 42.)
REGION	P or NC23. **Always required.**

CHANGE

APPLICATION*	The application ID is a two-character identifier that represents the application system that the operator will access. The application IDs are listed for the user. One OSC SEC03 form must be completed for **each** application.
NCAS OR AGENCY PROFILE NUMBER	To change the selected system screens, indicate the NCAS or Agency Security Profile number that will be modified. This is the selected application profile number for that operator.

SCREEN ACCESS

ADDITIONAL SCREEN ACCESS (LIST SCREEN ID)	If the operator's security differs from the selected NCAS or Agency Security Profile, each additional screen ID must be listed. Complete for additional screen privileges that are not granted within the operator's profile assignment.
DENIED SCREEN ACCESS (LIST SCREEN ID)	If the operator's security differs from the selected NCAS or Agency Security Profile, each denied screen ID must be listed. Complete when specific screens are denied.

SECURITY RESTRICTIONS

SELECTIVE SECURITY RESTRICTIONS INCLUDE:

The various system applications have security controls that are set for the selected screens. When changing an operator's application security profile, any differences in the controls for the additional screen IDs must be indicated. These selective security restrictions (controls) must apply for **all** additional screen IDs that were not listed in the previous section. **If selective security restrictions are not specified, the complete agency range is assumed.** If further levels of restrictive security are needed, complete this section.

Purchasing	
BUYING ENTITIES	Indicate the appropriate buying entities for the additional screens listed above.
Purchasing and Accounts Payable	
PAYING ENTITIES	Indicate the appropriate paying entities for the additional screens listed above.
Procurement Card	
PROCUREMENT CARD - LOCATION	Indicate the proper controls to secure a cardholder to a particular location or to a particular card.
CONTROLS AND CARD # CONTROLS	
Inventory	
CATALOG ENTITIES	Indicate the appropriate catalog entities for the additional screens listed above.
WAREHOUSES	Indicate the appropriate warehouse controls for the additional screens listed above.

Accounts Receivable	
A/R COMPANY CONTROLS	Indicate the appropriate AR company controls for the additional screens listed above.
AR CREDIT ANALYST CONTROLS	Indicate the appropriate AR credit analyst controls for the additional screens listed above.
Budgetary Control	
ADD/CHANGE OPERATOR BC DOCUMENT END APPROVAL OPERATOR CONTROL GROUPS(S)	Indicate the operator ID that is responsible for approving the BC documents entered by this operator. If the Operator Control Group number is **not** specified, it is assumed this operator can approve his/her own BC documents.
REQUESTED BY	The signature (and date) of the Agency Security Administrator. This signature is **required** when OSC SEC01 is **not** attached.