

State of Alabama, Department of Finance, Information Services Division
MAINFRAME ACCESS AUTHORIZATION FORM (INSTRUCTIONS)

(Request for Creation of RACF User ID and/or Access to Resources)

PURPOSE: Use this form to request creation of a RACF user ID and/or for requesting permission or granting access to ISD mainframe resources.

PROCEDURE:

The following procedure is required for any user ID profile created by State RACF Administration. Agency RACF Administration is encouraged to follow these procedures, and use this form or its equivalent, within their respective entity.

1. Individuals request a RACF user ID and access privileges by initiating, signing and dating the MAINFRAME ACCESS AUTHORIZATION FORM (on reverse) and forwarding the form to their immediate supervisor or manager.
2. The immediate supervisor specifies the resources and types of permissions, profiles, privileges, accesses and other entrustments required by the individual to perform assigned duties and responsibilities. "Nice-to-have", "want-to-have", "because-someone-else-has", etc. are not authorized and therefore should not be requested or approved. The immediate supervisor should sign the MAINFRAME ACCESS AUTHORIZATION FORM and forward it to their Agency RACF Security Contact. ISD staff shall submit the form directly to the ISD Help Desk (use fax number or email address on face of form).
3. The Agency RACF Security Contact is expected to review the request for compliance with Division and Office policies, sign and date the form, and submit it to the ISD Help Desk (use fax number or email address on face of form). Agency is encouraged to file and retain a copy of the MAINFRAME ACCESS AUTHORIZATION FORM.
4. Upon receipt of a properly prepared MAINFRAME ACCESS AUTHORIZATION FORM, State RACF Administration will establish in a timely manner a user ID with the appropriate RACF permissions, profiles, privileges, accesses and other entrustments. State RACF Administration will request from appropriate Software / Application Administration or Software / Application Owner assignment of capability or access for additional privileges, capabilities, and access. State RACF Administration will complete the RACF portion of the form, and, upon request, return a copy of the completed form to the Agency RACF Security Contact or supervisor of the individual requesting access.
5. State RACF Administration will file and retain the completed MAINFRAME ACCESS AUTHORIZATION FORM. Forms shall be maintained in accordance with the retention requirements stated below. Forms shall be made available upon request, and good cause shown, by the Examiners of Public Accounts or other appropriate auditors and investigators.
6. Each appropriate Software / Application Administration, or Owner when applicable, for each resource capability or access requested on the form, is expected to establish the individual on their system according to that system's security policies, procedures, and practices (i.e. TSO, ROSCOE, Monies, etc.).
7. If one or more requested permissions, profiles, privileges, accesses and / or other entrustments is not established as requested, State RACF Administration or Application Administration (Application Owner when applicable) will notify the requesting individual's immediate supervisor of the declination reason(s).

RETENTION: Retain this form while user ID is active and for seven years after the user ID has become inactive; dispose thereafter.

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MAINFRAME ACCESS AUTHORIZATION FORM

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I understand that:

The permissions, privileges, accesses and other entrustments granted to me as a result of my assigned user ID are based on the need to accomplish my assigned responsibility, duties and authority.

I am responsible for my adherence to the policies and procedures identified by the Information Services Division.

Accordingly, I agree to comply with the security requirements of the STATE OF ALABAMA Department of Finance.

I acknowledge these understandings and agreements by my signature below.

(Print Name of Individual to receive user ID)

(Phone Number)

Note: If user ID is for a function or process, name the function/process, and identify a contact person for the functional user ID.

(Department/Agency & Section/Unit Employing Individual)

(Signature of Individual)

(Date)

(Signature - Individual's Supervisor/Manager)

(Date)

(Signature - Agency RACF Administrator or Agency RACF Security Contact)

(Date)

Establish a Mainframe User ID

User ID needs following capabilities:

User ID needs access to Dataset(s) / General Resource(s):

Print, complete, sign and fax form to 334-353-4469 or email to Help.Desk@isd.alabama.gov

ACTION TAKEN BY STATE RACF ADMINISTRATION (Finance - ISD)

User ID Assigned

Group(s) Assigned / Access Provided

Capabilities authorized

(Signature) (State RACF Administrator)

(Date)