

DEPARTMENT OF ADMINISTRATION
OFFICE OF INFORMATION TECHNOLOGY
MAINFRAME LOGONID REQUEST FORM

For a copy of this form, instructions on how to complete it, and a list of departmental mainframe/ACF2 contacts, go to: <https://oit-int.alaska.gov/mainframe>. For assistance, contact your departmental mainframe contact. Forward this to your mainframe contact upon completion to receive your ASSIGNED LOGONID. Complete instructions are at the bottom of this document.

Check appropriate box: **New Account** **Change Existing Account** **Delete Existing Account**

ACF2 CONTACT: PLEASE ASSIGN THE LOGONID here: ____ ____ ____ ____ ____ ____ ____
(Note: This will be done on the paper copy **after** the form has been signed)

APPLICANT: PLEASE COMPLETE THE INFORMATION below:

DATE	
NAME	
SOA/BUSINESS Email address	
PHONE NUMBER	
DEPARTMENT NAME	
DIVISION NAME	
SPECIAL GROUP, IF ACF2 REQ.	

You and your supervisor must check the applications you require. On the lines provided below, list a brief description of the Business Requirements for the ones selected.

- | | |
|---|---|
| <input type="checkbox"/> TSO
<input type="checkbox"/> ZEKE/ZEBO Job Scheduler/Rerun Manager
<input type="checkbox"/> XJUQCICS TEST DB233 (DOH, DMV)
<input type="checkbox"/> XANQCICS PROD DB129 (DNR) | <input type="checkbox"/> XJUTCICS TEST DB217 (DNR)
<input type="checkbox"/> XANCCICS TEST/TRAIN DB236 (DOH)
<input type="checkbox"/> XANTCICS TEST DB227 (DPS, DNR) |
|---|---|

NOTE: Access to the following requires **APPROVED** departmental written and printed signature.
(SEE INSTRUCTIONS)

- XANHCICS DOH HEIS _____
- XJU3CICS DMV ALVIN _____
- XANDCICS PUBLIC SAFETY APSIN / CORRECTIONS HOFA _____

Please list a brief description of the Business Requirements for each one of the applications you selected.

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CUSTOMER ACKNOWLEDGEMENT

Ethical Standard: I acknowledge that reasonable use and common sense must prevail in the workplace use of Office Technologies and that I must understand and comply with applicable Alaska Statute, policies, and Administrative Code. The Executive Branch Ethics Act states a public employee may not "use state time, property, equipment, or other facilities to benefit personal or financial interests" (AS 39.52.120(b)(3)). Further, "standards of ethical conduct for members of the executive branch need to distinguish between those minor and inconsequential conflicts ... and those conflicts of interests that are substantial and material." (AS 39.52.110 (a)(3)).

"AS. 11.46.740 Criminal use of computer. (a) A person commits the offense of criminal use of a computer if, having no right to do so or any reasonable ground to believe the person has such a right, the person knowingly accesses, causes to be accessed, or exceeds the person's authorized access to a computer, computer system, computer program, computer network, or any part of a computer system or network, and, as a result of or in the course of that access, (1) obtains information concerning a person; (2) introduces false information into a computer, computer system, computer program, or computer network with the intent to damage or enhance the data record or the financial reputation of a person; (3) introduces false information into a computer, computer system, computer program, or computer network and, with criminal negligence, damages or enhances the data record or the financial reputation of a person;(4) obtains proprietary information of another person(5) obtains information that is only available to the public for a fee(6) introduces instructions, a computer program, or other information that tampers with, disrupts, disables, or destroys a computer, computer system, computer program, computer network, or any part of a computer system or network; or (7) encrypts or decrypts data (b) In this section, "proprietary information" means scientific, technical, or commercial information, including a design, process, procedure, customer list, supplier list, or customer records that the holder of the information has not made available to the public.(c) Criminal use of a computer is a class C felony."

Criminal Activity: I acknowledge that misuse of computing resources is a criminal activity under Alaska Statute (including those as follows): "(AS 11.46.484) 11.46.484. Criminal mischief in the fourth degree. (a) A person commits the crime of criminal mischief in the fourth degree if, having no right to do so or any reasonable ground to believe the person has such a right: (3) the person knowingly accesses a computer, computer system, computer program, computer network, or part of a computer system or network... (b) Criminal mischief in the fourth degree is a class A misdemeanor. "

Password Confidentiality: I acknowledge that this account shall be used solely in the performance of my authorized job functions by the signed requestor below. I also acknowledge that I will take the necessary precautions to maintain the confidentiality of my ACF2 logonID password; and that I will immediately report its disclosure or use by anyone other than myself immediately to my supervisor. If it is determined that my assigned logonID is being used by an entity other than myself, I understand that my logonID will be suspended and will only be reinstated after a new logonID change request is

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submitted to OIT. I will further submit a new logon ID change request should my contact information change.

Security Policy Compliance: I acknowledge that this account shall be used solely in the performance of my authorized job functions. I also acknowledge that it is my sole responsibility to ensure any use or access is compliant with the state security policies and will take all the necessary steps to ensure compliance. Security Policies are located at the following URL:

<https://oit-int.alaska.gov/policy/information-security-policies/>

Compromise Remediation /Security Violations: Should security monitoring determine your authenticated LOGONID compromised with malicious software, running a prohibited file-sharing program, or otherwise in violation of security policy, your LOGONID may be immediately deactivated. Reinstatement of the ID will take place only after remediation/investigation has taken place per state policy/operating procedure. Permanent account revocation could be applied depending on the severity of the offense.

A LOGONID is for a **specific** Job Function and is NOT transportable to a new Job Function.

Do you currently have an existing LOGONID? : YES NO

If YES: Identify your LOGONID: _____

The departmental **ACF2 CONTACT** person must send us an email to delete your OLD LOGONID if you require a new one.

If you require an additional LOGONID specify the reason on an addendum attached to this form.

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By signing this request, I certify that I meet any other access and security measures/requirements/procedures required in the performance of my authorized job function and have read and understood my ethical, legal, and password security responsibilities as described above.

NOTE DPS: Fiscally responsible supervisor is located at DPS site NOT sponsored agency.

Signature of Applicant

CLEARLY PRINTED NAME OF APPLICANT

DATE signed by Applicant

Signature of FISCALLY Responsible Supervisor

CLEARLY PRINTED NAME OF FISCALLY RESPONSIBLE SUPERVISOR

DATE signed by Supervisor

Phone number of Supervisor

DEPARTMENT and DIVISION

INSTRUCTIONS

1. Applicant fills out Request form excluding LOGONID (refer to <https://oit-int.alaska.gov/mainframe> for instructions)
2. Applicant and fiscally responsible supervisor sign the form
3. Applicant forwards the form to their departmental ACF2 Contact (refer to <https://oit-int.alaska.gov/mainframe> for list of contacts)
4. ACF2 Contact assigns LOGONID and signs approval for application if needed
5. ACF2 Contact creates AlaskaNow ticket at <https://alaskanow.servicenowservices.com/oit>:
 - a. Select **Request Something**
 - b. Select **New User Account**.
 - c. **Describe the details of what you need**, adding "Please assign to ITSM DC Mainframe".
 - d. **Add attachments** to attach completed Mainframe LogonID Request form
 - e. **Submit**
6. OIT Mainframe Technical Services representative completes request and sends email to ACF2 Contact with default password.
7. ACF2 Contact notifies customer of default password and password reset process.