

## R\*STARS SECURITY REQUESTS

E-mail security requests to:

[Security.SYSTEMS@das.state.or.us](mailto:Security.SYSTEMS@das.state.or.us)

or fax to SARS System Security, 503-378-3514

Questions to ask before requesting security:

- What are the duties of the individual?
- What kinds of transactions will he/she process?
  - Create or Approve Documents?
  - Create and Approve Documents?
- What other user classes does user have?
- Will user need to maintain agency profiles?
- Which screens does the user need? (View or Update?)
- Will access create an internal control weakness?

For Each User Request:

- AGENCY NUMBER:**
- NAME:** (Same as in PPDB – Use PBER to verify)
- EMAIL ADDRESS:**
- USER ID:** (Same as in PPDB)
- USER CLASS:** (or classes)
- Adjustments** to standard user class: i.e.
  - Add Agency group 03
  - Accounting Trans. =2
- Indicate if this is a new User ID** which needs to be activated and given a temporary password.

Notes:

- Items in **BOLD CAPS** are required on each request.
- 96B profiles allowed on any user class that does not have statewide access: 27, 29, 30, 34, D42, D47, 91, 95
- Cannot add to user classes other than above listed profiles
- Inactivate user or user class when:**
  - User is promoted to a new job
  - User retires
  - User has not used the system in over 12 months
  - User no longer needs access to specific user class
  - When user class is not used often – can reinstate

Password RESET and RESUME Requests:

- Reset** when user does not remember existing password.
- Resume** is when user remembers password but was revoked because user miskeyed it too many times.
- Reset/Resume** may be requested by user directly to GGDC unless agency sets other policy.
- Specify Application:** SFMS, OSPS, DATAMART.
- Password Rules:**
  - Contain at least 7 characters
  - Contain 2 alpha and 1 numeric/special characters
  - Must differ from login name or reverse/circular shift.
  - New must differ from old password by 3 characters

## ADPICS SECURITY REQUESTS

E-mail security requests to:

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or fax to SARS System Security, 503-378-3514

Questions to ask before requesting security:

- What are the duties of the individual?
- What kinds of transactions will he/she process?
  - Requisitions, Purchase Orders?
  - Invoices, Vouchers, Both?
- Will the user need to approve document or enter them?
- Does agency have approval paths? If so, how will this user need to be set up within those paths?
- Which screens does the user need? (View or Update?)
- Will access create an internal control weakness?

For Each New User Request:

- AGENCY NUMBER**
- NAME:** (Same as in PPDB – Use PBER to verify)
- EMAIL ADDRESS:**
- USER ID:** (Same as in PPDB)
- REASON** for request: A) Add, C) Change, R) Remove, P) Password reset.
- USER CLASSIFICATION:** Standard User Shell Identified by Shell ID and/or name. i.e.:
  - : Requestor (Non-Approver) REQUEST2
- APPROVER:** Yes or No (Identified with User Classification)
- Buyer ID:** (Optional) Established on the 5700 screen.
- Phone Number:** (Optional) Phone number for user
- User Level:** (For approvers, this is required)
- MAILBOX DEPT:** Dept. which users can view, approve, or reject documents.
- PO Authorization Amt:** Maximum Dollar Amt. Authorized when creating purchase orders. (Required for users who can create PO's.)
- DEPT AUTHORIZATION:** Dept. in which user can create/approve documents. May specify up to 10 departments.
- Bill To:** (Optional) Five-character code to default on PO's. Codes created on the 5250 screen.
- Additional Information:** (Optional) Reason for request, background information, adjustments to Standard User Shells, Notes to copy another User ID. i.e.:
  - Add Inquiry ability to 2460 and 2465 screens.
  - Copy security used by John Doe, ECBAI35.
- Indicate if this is a new User ID** which needs to be activated and given a temporary password.

Notes:

- Items in **BOLD CAPS** are required on new users.
- If user is approving documents that interface to R\*STARS, user must also have R\*STARS user class 99. (Please send separate request for this user class.)

## DATAMART SECURITY REQUESTS

E-mail security requests to:

[Security.SYSTEMS@das.state.or.us](mailto:Security.SYSTEMS@das.state.or.us)

or fax to SARS System Security, 503-378-3514

For Each Request:

- NAME:** (Same as in PPDB – Use PBER to verify)
- EMAIL ADDRESS:**
- USER ID:** (Same as in PPDB)
- USER TELEPHONE #:**
- AGENCY NAME/MNEMONIC (initials):** i.e.
  - DAS
  - DCBS
  - OYA
- AGENCY NUMBER:** (5 digit)
- INTERNET E-MAIL ADDRESS:**

Notes:

- Passwords expire every 90 days whether used or not.
- Individual user must request a password reset from GGDC, only if user has forgotten password.
- If password is expired but the user remembers it, he/she can reset password using Telnet session. See <https://dasdm1.iservices.state.or.us/cgi-bin/login> for instructions on resetting password.

Password Rules:

Passwords must be constructed to meet the following requirements:

- Each password must contain at least 7 characters. Only the first eight characters are significant.
- Each password must contain at least two alphabetic characters and at least one numeric or special character. In this case, "alphabetic" refers to all upper or lower case letters.
- Each password must differ from the user's login name and any reverse or circular shift of that login name.
- New passwords must differ from the old by at least three characters. For comparison purposes, an uppercase letter and its corresponding lower case letter are equivalent.

NOTE: Please do NOT place the numeric at either end of your password; place it in the middle somewhere. This will make yours much more secure. Also, you should never use a word or name in your password. These precautions will help keep the server more secure.

# OSPS SECURITY REQUESTS

E-mail security requests to:

[Security.SYSTEMS@das.state.or.us](mailto:Security.SYSTEMS@das.state.or.us)

or fax to SARS System Security, 503-378-3518

## Questions to ask before requesting security:

- What are the duties of the individual?
  - What kinds of screens will the user need?
    - Enter Time, Leave, Deductions, etc.?
    - Enter/Change Schedules?
    - Enter Adjustments?
  - Does the user need to make changes or view data?
  - Is access needed occasionally or regularly?
  - Will access create an internal control weakness?
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## For Each New User Request:

- **AGENCY NUMBER(S):** (five digit agency number)
  - **NAME:** (Same as in PPDB – User PBER to verify)
  - **EMAIL ADDRESS:**
  - **USER ID:** (Same as in PPDB)
  - **SECTION ACCESS (List U, D, or N for each section):**
    - TM (Time – Time Sheet/Time Capture)
    - ADJ (Gross Pay Adjustments)
    - DED (Deductions)
    - LV (Leave)
    - SCHD (Work Schedules)
    - CK (Checks Cancellation) Limited Access
    - USR (Restricted to SSO) Always N, **Not Allowed**
    - TBL (OSPS Table access) Always D, **Display**
  - **Special Requests:** (Optional) i.e.
    - Make changes effective March 1, 2003
  - **Indicate if this is a new User ID** which needs to be activated and given a temporary password.
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## Notes:

- **Section Access Codes:**
  - D = Display, which allows display of information
  - U = Update, which allows update and display
  - N = No access
- **OSPS Tables by Section:**
  - Allowed with Any Access: P030, P032, P160
  - TM: P001 – P007, P370, PSEC, PCHG
  - ADJ: P050, P060
  - DED: P010, P070, P071, P080, P081, P090, P091, P190, PRPT
  - LV: P420, P430, P435
  - SCHD: P020
  - CK: P130, P140
  - USR: PTAU, PDTC
  - TBL: ADB1, ADB2, ADD1, ADD2, ADW1, ADW2, PTB1, PTB2, PTD1, PTD2, PTW1, PTW2