

# North Carolina Department of Commerce Management Information Systems

## RACF SECURITY ACCESS

It is the policy of the North Carolina Department of Commerce that electronic data processing equipment and services and electronic data file access are provided for appropriately designated official state business. Misappropriation of these resources is a violation of state law and may result in prosecution and/or dismissal. Questions concerning any facet of computer access should be directed to the Department of Commerce RACF administrator.

**I. System Access Action Requested**

Request for Access Effective Date:  
 TSO       CICS  IMS  PMIS  
 Other:

Request Termination of Access\* Effective Date:  
 TSO       CICS  IMS  PMIS  
 Other:

\* Notification of Termination is to be delivered to the system administrator (via this form) at least one week prior to the effective date for termination.

Employee:  
Division:

Division Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**II. Security Access Provided**

RACF ID#: \_\_\_\_\_ Password: \_\_\_\_\_  
 TSO       CICS  IMS  PMIS  
 Other:

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### III. Employee Acceptance

Once assigned, the RACF ID# must be used within 30 days or it will be automatically revoked. Upon receipt of this form, the employee is requested to change the assigned password (a minimum of six characters with one of them being a number but it cannot start with a number). Passwords are valid for a period of 90 days. Thereafter, passwords must be changed at least every 90 days; otherwise they will expire and the agency must request that a new one be assigned. Changing or updating passwords is the sole responsibility of the employee.

I understand and accept the requirements of system access security as outlined above,

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form to the MIS Division, RACF Security Administrator, NC Department of Commerce.

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_