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<b>Latest Version:</b>	1.0	<b>Revision Date:</b>	10/27/2016
<b>Effective Date:</b>	12/19/2016	<b>Replaces:</b>	NEW
<b>Revised By:</b>	Joshua Graves	<b>Review Cycle/Date:</b>	Annual
<b>Reviewed By:</b>	Laquetta Russell	<b>Reviewing Unit:</b>	Security Provisioning
<b>Title:</b>	Access to OKDHS Systems SOP		
<b>Description:</b>	This document is the operating standard for getting access to OKDHS systems.		

## Access to OKDHS Systems

### Standard Operating Procedure

1. General Statement of Purpose
  - 1.1. The purpose of this document is to identify the process for OMES IS staff getting access to OKDHS systems.
2. Scope
  - 2.1. This document applies to OMES IS staff needing access to OKDHS systems.
3. Discipline
  - 3.1. Security & Compliance Standards
4. Instructions
  - 4.1. When an OMES IS employee needs access to OKDHS systems, they should contact Security Provisioning to receive an MID-1-A form.
    - 4.1.1. The MID-1-A form is located on DHS' Infonet.
  - 4.2. The requestor should complete the form and email a scanned copy to the Security Provisioning team at [DSD.ETS.Security@okdhs.org](mailto:DSD.ETS.Security@okdhs.org).
  - 4.3. Security Provisioning emails the form to OKDHS' Decentralized Security Representative (DSR) for approval utilizing secure, encrypted email.
  - 4.4. If the DSR approves the request, they sign and date the MID-1-A form and email a scanned copy back to Security Provisioning.
    - 4.4.1. If the request is not approved, the DSR notifies Security Provisioning so they can notify the requestor of the denial.
  - 4.5. When they have the DSR's approval, Security Provisioning creates a CRM Case for the request.
  - 4.6. Security Provisioning creates a task within the CRM Case to generate a new User ID and assigns the task to IS-Mainframe Security.
  - 4.7. Mainframe Security generates a new User ID for the requestor and closes their task in CRM.
  - 4.8. Once the User ID has been created, Security Provisioning creates a network account for the requestor and assigns it the appropriate permissions.
  - 4.9. Security Provisioning emails the requestor their User ID and temporary password in separate emails.
  - 4.10. Security Provisioning resolves the CRM Case and scans the signed MID-1-A form into the OKDHS imaging system.

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## 5. Roles and Responsibilities

### 5.1. Requestor

- 5.1.1. Contacts Security Provisioning to receive an MID-1-A form.
- 5.1.2. Completes the MID-1-A form and emails a scanned copy to Security Provisioning.

### 5.2. Security Provisioning

- 5.2.1. Emails the MID-1-A form to the DSR.
- 5.2.2. Creates a CRM Case for the request.
- 5.2.3. Creates a task within the CRM Case to generate a new User ID and assigns the task to IS-Mainframe Security.
- 5.2.4. Emails the requestor their User ID and temporary password in separate emails.
- 5.2.5. Resolves the CRM Case and scans the signed MID-1-A form into the OKDHS imaging system.

### 5.3. Decentralized Security Representative (DSR)

- 5.3.1. Signs and dates the MID-1-A form and emails a signed copy back to Security Provisioning.

### 5.4. Mainframe Security

- 5.4.1. Generates a new User ID for the requestor and closes the task in CRM.

## 6. References

- 6.1. Security Provisioning team email - [DSD.ETS.Security@okdhs.org](mailto:DSD.ETS.Security@okdhs.org)