

# SECTION 2: AKSAS SECURITY & AUTHORITIES

## Sign On /Sign Off AKSAS

### INTRODUCTION

*Sign On/Sign Off AKSAS* provides a general overview to and procedures for signing on and off of the Alaska Statewide Accounting System (AKSAS).

To sign on to AKSAS a user must have a CICS Logon ID and password authorized to access AKSAS, be identified in Natural Security by the Division of Finance, and have an active AKSAS RD code and password. For more information on obtaining a CICS Logon ID and AKSAS RD code, refer to *Security Access to AKSAS* in this Section.

### PROCEDURES

#### I. Obtain security rights to AKSAS.

AKSAS security is tightly controlled by the Department of Administration, Information Technology Group (ITG) and the Division of Finance. To obtain security rights to AKSAS, refer to *Security Access to AKSAS* in this Section.

#### II. Sign on to AKSAS.

- A. At the State of Alaska Computer Network TN3270 Menu screen, enter CICS account and password information as follows:
  1. **ID:** - Enter your CICS logon ID.
  2. **PASSWORD:** - Enter your CICS password. If this is a new account, the first time you sign on enter the password as follows:
    - a. Enter **NEWPASS** (the standard password assigned by ITG). To continue, NEWPASS must be changed to a user-defined password.
    - b. Tab to the **NEW PASSWORD** field and enter a password between seven and eight characters in length.
    - c. Tab to the **VERIFY** field and enter your new password again.
  3. Press <Enter> to display your customized State of Alaska Computer Network Menu. All applications to which you have access are listed. If you changed your password when you signed in, the message PASSWORD SUCCESSFULLY ALTERED is displayed.
  4. At your customized State of Alaska Computer Network Menu, select **AKSAS/GENEVA CICS** using one of the following three methods:

**NOTE:** *You have two minutes to make a selection on this screen before the screen returns to the State of Alaska Computer Network TN3270 Menu.*

- a. Press the <PFx> key identifying AKSAS/GENEVA CICS.

## SECTION 2: AKSAS SECURITY & AUTHORITIES, SIGN ON / SIGN OFF AKSAS

- b. Place an **X** in the blank space immediately preceding the selection and press <Enter>.  
OR
  - c. Enter the number of the PF key on the command line and press <Enter>.
5. The next screen displayed is the CICS Communications screen. On this screen, enter **AKSAS** and press <Enter> to display the State of Alaska Menu screen for AKSAS and GENEVA.

***NOTE:** If the wrong value is entered, for example if ASKAS is entered, the message INVALID TRANSACTION IDENTIFICATION - PLEASE RESUBMIT displays. Retype AKSAS, delete any remaining entries, then press <Enter> to access the State of Alaska Menu.*

6. Press <PF2> to select AKSAS and display the first screen of the AKSAS Mail Box. Press <Enter> to page through the Mail Box screens until the AKSAS Sign On screen displays.

***NOTE:** AKSAS Mail Box screens are used to communicate with AKSAS users. The first one or two screens display current messages such as upcoming training, AKSAS holiday schedules, and other important announcements. The last two screens display the GENEVA and AKSAS reporting schedules and current AKSAS run information and run schedules.*

### B. On the AKSAS Sign On screen, enter RD code and password information as follows:

1. **RD CODE** - Enter your five-digit AKSAS RD code assigned by your supervisor.
2. **PASSWORD** - Enter your RD code password. The password is not visible as it is typed. If this is a new account, the first time you sign on enter the password as follows:
  - a. Enter **happy** in the **PASSWORD** field and press <Enter>.  
***NOTE:** "happy" is assigned as the standard password for all new user RD codes.*
  - b. The message PASSWORD EXPIRED - ENTER NEW PASS is displayed at the top of the screen. The cursor defaults to the **PASSWORD** field. Enter a new password of at least five characters but not more than ten. Press <Enter>.
  - c. The message PLEASE REENTER NEW PASSWORD TO VERIFY CHANGE is displayed at the top of the screen. The cursor defaults to the **PASSWORD** field. Enter your new password again in the **PASSWORD** field.
3. Press <Enter>. The AKSAS Main Menu screen displays. If you changed your password, the message PASSWORD SUCCESSFULLY UPDATED displays at the top of the screen.

### III. Sign off AKSAS and out of CICS.

#### A. From any AKSAS screen.

1. Press <PF1> until you receive a screen with the message "NAT9995 NATURAL SESSION TERMINATED NORMALLY." Press <Esc> or the clear key for your computer. A blank screen displays.
2. Enter **LOGOFF** or **DISC** and press <Enter>. The State of Alaska Computer Network TN3270 Menu displays.



SECTION 2: AKSAS SECURITY & AUTHORITIES, SIGN ON / SIGN OFF AKSAS

```
CICS Personalized Menu Screen

State of Alaska Computer Network via Alaska Data Center      Terminal: X2HC
OS/390                Menu for (Your Name is Here)          Page 1    of 1
Unauthorized use of computing resources punishable under Alaska Criminal Law

Network  Statewide 800-535-8886
  help: Anchorage 907-269-5016 Fairbanks 907-451-5288 Juneau 907-465-4801
        LAA.....907-465-HELP Labor.....907-465-4895 UACN...907-474-6306

        €  _ AKDC News Flash                (PF01)
           _ AKSAS/GENEVA CICS              (PF03)
           _ Payroll CICS                   (PF05)
           _ NEWS - LAA Availability        (PF08)

Command: _____
ACF01137 AACCLAS LAST SYSTEM ACCESS 10.29-02/09/99 FROM X2HC
Id: (Your ID is Here)  PASSWORD:                TIME: 10:30:38
Lu: X2HC      NEW PASSWORD:                VERIFY:                DATE: 02/09/99
```

€ This is an example of a personalized menu screen. The list of selections will vary as only those applications to which a user has authorization are listed.

SCREEN ACCESS

Use your personalized State of Alaska Computer Network Menu screen to select applications on the State of Alaska Computer Network.

1. At the State of Alaska Computer Network Menu, enter your CICS Logon ID in the **ID:** field. Enter your password in the **PASSWORD:** field. Press <Enter> to display your personalized State of Alaska Computer Network Menu screen.

CICS Communications Screen

```
ACF01137 (Your CICS ID) LAST SYSTEM ACCESS 10.30-02/09/99 FROM X2HC
ACFAE139 ACF2/CICS X2HC Signon OK: User=(Your CICS ID) NAME= (Your Name)
*** ALASKA DATA CENTER XJUFCICS R4.1 ***
```

SCREEN ACCESS

Use the CICS Communications screen to access the State of Alaska Menu screen for AKSAS and GENEVA.

1. At your personalized State of Alaska Computer Network Menu screen, select **AKSAS/GENEVA CICS** using one of the following three methods:
  - a. Press the <PFx> key identifying AKSAS/GENEVA CICS.
  - b. Place an **X** in the blank space immediately preceding the selection and press <Enter>.

OR

- c. Enter the number of the PF key on the command line and press <Enter>.

State of Alaska Menu Screen		
STGSL05	STATE OF ALASKA MENU	02/09/99
	PF2 . AKSAS	
	PF4 . GENEVA	
CLEAR=CICS		

#### SCREEN ACCESS

Use the State of Alaska Menu screen to select AKSAS and get one step closer to the AKSAS Sign On screen.

1. At the CICS Communications screen, enter **AKSAS** and press <Enter>.

SECTION 2: AKSAS SECURITY & AUTHORITIES, SIGN ON / SIGN OFF AKSAS

```
AKSAS Mailbox Display Screen

10:31:18          *** NATURAL LOGON PROCEDURE ***          99-02-09
                  - Mailbox Display -

This mailbox: ABMAIL   was mailed on: 99-02-08   at: 07:44:30   by: AKADMIN

*****
*          ***** GENEVA Views Schedule *****          *
*          1999 CY ACTIVITY:   Daily                    *
*          1998 PY ACTIVITY:   Daily                    *
*          1997 YR ACTIVITY:   Feb 13, March 13, 20     *
*          1996 YR ACTIVITY:   Feb 27, March 27        *
*          1995 YR ACTIVITY:   Feb 20, 1999            *
*
*          +++++ Month End Reports +++++                *
* For the month of Feb - Reports will run March 6, 1999 *
*
*          *** Schedule for Processing Payroll Charges *** *
*          Pay Period          Processed in AKSAS        *
*          Jan 16-31           night of Feb 09, 1999     *
*          Feb 1-15            night of Feb 23, 1999     *
*
* "ENTER" TO CONTINUE
*****
```

SCREEN ACCESS

This is an example of the AKSAS Mail Box screen used to communicate important messages and AKSAS schedules to AKSAS users. Generally, there are two to four screens of mailbox information.

1. At the State of Alaska Menu screen for AKSAS and GENEVA, press <PF2> to select AKSAS and display the first screen of the AKSAS Mail Box screens. Press <Enter> to page through the Mail Box screens.

```

AKSAS Sign on Screen

ALASKA STATEWIDE ACCOUNTING SYSTEM

      AAA      KKK  KKK  SSSS      AAA      SSSS
    AAAAA      KKK  KKK  SSSSSS    AAAAA      SSSSSS
  AAAAAAAAA      KKK  KKK  SSSSSSSS  AAAAAAAAA  SSSSSSSS
    AAA  AAA    KKK  KKK    SSSS  SS    AAA  AAA    SSSS  SS
    AAA  AAA    KKK  KKK    SSSS      AAA  AAA    SSSS
  AAAAAAAAA      KKK  KK      SSSS      AAAAAAAAA  SSSS
    AAA  AAA    KKK  KKK    SS  SSSS    AAA  AAA    SS  SSSS
  AAA  AAA    KKK  KKK    SSSSSSSS    AAA  AAA    SSSSSSSS
  AAA  AAA    KKK  KKK    SSSSSSSS    AAA  AAA    SSSSSSSS
  AAA  AAA    KKK  KKK    SSSS      AAA  AAA    SSSS

=====
PLEASE ENTER USER INFORMATION:      RD CODE==>      PASSWORD==>
=====
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT
    
```

SCREEN ACCESS

Use the AKSAS Sign On screen to sign on to AKSAS and display the AKSAS Main Menu screen.

1. At the AKSAS Mail Box screen, press <Enter> to display the next Mail Box screen. Continue pressing enter to page through all Mail Box screens and display the AKSAS Sign On screen.