

SECTION 2: AKSAS SECURITY & AUTHORITIES

Agency Security Contact

INTRODUCTION

Agency Security Contact provides a general overview to and procedures for obtaining the authority to request security changes in AKSAS. To ensure adequate security is maintained for the state's accounting, payroll, and reporting systems, only agency security contacts designated by the Division of Finance have the authority to request security changes in AKSAS, GENEVA, and/or AKPAY.

Individuals authorized by the Division of Finance as an AKSAS Agency Security Contact(s) can request the following AKSAS security changes:

- AKSAS RD code password resets.
- Updates to the Authorized RD Code Transaction Table (SAU).
- Alternate access authority to transactions input by another RD code.
- New report destinations.
- Report downloading capability.

The Agency Security Contact Authorization form, available on the Division of Finance AKSAS web page, is used to request an individual to be authorized as an agency security contact. Each department is required to designate two or three agency security contacts. It is recommended each agency authorize three security contacts: the primary security contact and two back-up security contacts. The Division of Finance, Systems Administration section maintains a file of all Agency Security Contact Authorization forms. Similar to the Certifying Officer's Affidavit, the most recent authorization form on file for an individual reflects the security contact's current authority.

FORMS

Agency Security Contact Authorization

PROCEDURES

I. Complete the Agency Security Contact Authorization form.

- A. The form is divided into three sections: Department and Security contact information, Systems and Functions, and Signatures. Complete the form as follows:
 1. The top section contains the action for the form and departmental and security contact information.
 - a. **Circle One:** - Circle one of the appropriate actions:
 - Add** - Add a new security contact person for your department.
 - Update** - Change the authority for a security contact person. **This action replaces any existing forms on file in the Division of Finance for this security contact.**
 - Delete** - Delete a departmental security contact person.
 - b. **Department Number:** - Enter your two-digit department number.

SECTION 2: AKSAS SECURITY & AUTHORITIES, AGENCY SECURITY CONTACT

- c. **Department Name:** - Enter your department name.
 - d. **Division:** - Enter the name of the division in which the security contact person works.
 - e. **Security Contact's Name:** - Enter the first and last name of the security contact person.
 - f. **Effective Date:** - Enter the date the authorization for the security contact is in effect.
 - g. **Security Contact's Email Address:** - Enter the e-mail address of the security contact person.
 - h. **Security Contact's Phone Number:** - Enter the phone number of the security contact person.
2. **Systems and Functions:** The middle section identifies system(s) for which the security contact person is authorized. The contact person may have authorization for one system or any combination of systems. Check one or more boxes as appropriate.

NOTE: If this request is to "update" a security contact's authority, be sure to check all systems for which this security contact is authorized. This form replaces the previous form. The security contact will be authorized only for the systems checked on this form.

- a. **AKSAS** - Enter an **X** to authorize the security contact to request security changes in AKSAS.
 - b. **GENEVA** - Enter an **X** to authorize the security contact to request security changes in GENEVA.
 - c. **AKPAY** - Enter an **X** to authorize the security contact to request security changes in AKPAY.
3. **Signatures:** - The bottom section is for authorizing signatures.
- a. **Signature of Agency Security Contact:** - Signature of the person authorized on this form as a security contact for the department.
 - b. **Date:** - Date the form is signed by the security contact.
 - c. **Signature of Administrative Services Director:** - Signature of the Administrative Services Director or designee.
 - d. **Date:** - Date the form is signed by the Administrative Services Director or designee.

II. Submit the Agency Security Contact Authorization form to the Division of Finance.

Forward the Agency Security Contact Authorization form to the Division of Finance for processing. The Division of Finance maintains a list of all Agency Security Contacts. A copy of the form is returned to the agency.