

SECTION 3: AKPAY SECURITY

Sign On/Sign Off

INTRODUCTION

AKPAY is a computer software application run on the State of Alaska Computer Network at the Juneau Data Center. Identification numbers and passwords are required to access CICS and AKPAY. Department of Administration, Information Technology Group, (ITG), controls the access to CICS. To obtain access to CICS for an employee, an agency completes and submits a LOGONID Change Request form to ITG. ITG sets up a CICS account for the user (or changes an existing account to include a new application) and assigns an initial password for the account.

The Division of Finance, Systems Administration and Security Section, assigns AKPAY operator IDs and initial passwords to new users of AKPAY. To obtain access to AKPAY for an employee, an agency completes an AKPAY Certifying Officer and User Affidavit and an AKPAY Security Worksheet and submits the forms to the Division of Finance. The authority granted an operator ID controls which functions, records and field values (i.e., action and earnings codes) may be viewed and/or updated by that user in AKPAY.

PROCEDURES

I. Sign on to AKPAY through CICS.

A. At the State of Alaska Primary Menu screen:

NOTE: If the current screen displays a user name near the top, then you are already on a customized menu. This usually occurs when another employee has failed to log off a session on a Local Area Network (LAN). The employee's CICS account ID is displayed on the custom menu screen. Enter your CICS account ID number over the ID displayed and continue with Step I.

1. **ID** - Enter your CICS account ID number. Tab to the PASSWORD field.
2. **PASSWORD** - Enter your CICS password. If this is a new CICS account, the first time you sign on enter the CICS password **NEWPASS**, assigned by ITG, in this field. NEWPASS must be changed to a user-defined password before proceeding with this procedure. Refer to *Password Maintenance*, in this Section for procedures.

B. At your customized State of Alaska Computer Network menu:

Select the payroll system, **Payroll 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 Primary Menu.

1. Press the <PFx> key identified for the payroll system,
2. Place an "x" to the left of the selection and press <Enter>,

OR

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

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- C. The next screen displayed is the CICS Communications screen. On this screen enter **AKPA** and press <Enter> to access the AKPAY Sign On/Off screen.

NOTE: If the wrong value is entered, for example if APYO is entered, the message “DFHAC2001 (current date and time) A0INCICS Transaction ‘AKPO’ is not recognized. Check that the transaction name is correct”, is displayed. Retype AKPA, delete any remaining entries, then press <Enter> to access the AKPAY Sign On/Off screen. Depending on the invalid data entered, it may be necessary to press <PF12> to clear the screen. Then retype AKPA and press <Enter>.

- D. On the AKPAY 991 - Sign On/Off screen the message TS0058 ENTER OPERATOR ID -OR- ENTER ACTION CODE, THEN PF8 is displayed. Complete the following fields:

1. **OPERATOR ID** - Enter your **AKPAY Operator ID** assigned by the Division of Finance, and tab to the PASSWORD field.
2. **PASSWORD** - Enter your AKPAY password, and press <Enter>. The password is not visible as it is typed. If this is a new account, the first time you sign on enter the password assigned by the Division of Finance. This password must be changed before continuing this procedure. Refer to *Password Maintenance*, in this Section for procedures.

If the password is omitted when <Enter> is pressed, AKPAY displays the message TS0123 ERROR-REQUIRED FIELD OMITTED. Type in your password and press <Enter>.

If the OPERATOR ID or PASSWORD is incorrect, AKPAY displays the message TS0052 SIGNON UNSUCCESSFUL - INVALID OPERATOR ID, or TS0053 SIGNON UNSUCCESSFUL - INVALID PASSWORD. Enter the correct value and press <Enter>. If the Operator ID or password is entered incorrectly several times, pressing <PF12> to clear the screen may be necessary. Then retype both values and press <Enter>.

When sign on to AKPAY is successful, AKPAY displays the message TS0051 – (SIGNON SUCCESSFUL). An informational message about AKPAY down time may follow the TS0051 message. Make note of this information.

II. Signing off from AKPAY and out of CICS.

- A. From any AKPAY screen.

1. Press <Home> to move the cursor to the screen transfer field in the upper left corner of the screen. Enter OFF and press <PF8>. The screen goes blank and displays the message CDV300 SYSTEM MONITOR MESSAGE: SIGNOFF SUCCESSFUL.
2. Enter **LOGOFF**, **OFF**, or **DISC** and press <Enter>. The State of Alaska Computer Network Primary menu is displayed. Sign off from AKPAY and CICS is complete.