



RACF

SECURITY SYSTEM

Categorical Authorizations

User Guide

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Miami-Dade County Public Schools
giving our students the world



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INTRODUCTION

Information Technology Services (ITS) has designed a security system for administrators to categorically authorize application access of the different Web System Applications to instructional employees at their work location.

This new system is restricted to schools' (work locations 0040 through 8991) Authorizing Administrators (AAAA) only.

Each work site administrator controls the access of employees at that work location to the *MDCPS* computer system by indicating which system each employee is authorized to use. This responsibility cannot be delegated.

The categorical update function of the security system is designed for ease of use. It greatly simplifies the process of the administrator in authorizing access to the Web System Applications for their instructional employees.

Web System Applications are:

- ▶ **WDIH-DATA IN YOUR HANDS**
- ▶ **WRPT-WEB CONTL-D REPORTS**
- ▶ **WTEI-TEACHER EXIT INTVW**
- ▶ **WISE-WEB SCHOOL IEP**
- ▶ **WSPI-WEB STU PERFRM IND**
- ▶ **WSPA-WEB STU PERFRM ADMIN**
- ▶ **WGBI-WEB GRADEBK INSTAL**

SIGNING ON

Sign on to the *Miami-Dade County Public Schools (MDCPS)* computer system CICS operating system. The “sign-on” procedure, indicated on the screen, must be followed.

Your personal application list screen will be displayed.

```
APPLICATION
SIG2-12-X2WC LIST FOR SAMPLE ADMINISTRATOR AT 0000 02/04/2004 07.43.14

AAAA SECURITY ACCESS WBS WEB BUSINESS SERV
MAIL ELECTRONIC MAIL WSS WEB STUDENT SERVIC
ACES CHARTER SCHOOLS WMSA WEB MSA SERVICES
PARL PARS MAINTENANCE
PARS PAYROLL ABS RPT
RSTR PAYROLL APPROVAL
UWAY UNITED WAY
SUBS SUBSTITUTES
ARIS REAPPOINTMENT SYS
SUPP SUPPLEMENT SET UP
PERQ PERSONNEL QUERY
PERS PERSONNEL
PROJ PROJECT ACCOUNTING
SDRQ S&D REQUISITIONS
VACS VOC ADULT COMM SCH
WUS WEB VOC SERVICES
WRPT WEB CNTL-D REPORTS
WARS WEB HUM RES SERV

PF1 FOR PHONE, BULLETIN BOARDS, S&D, A/V & TEXTBOOK INFO PF5=ACRONYM LIST
TYPE APPLICATION CODE OR "ALL" AND PRESS PF2 FOR SYSTEM AUTHORIZATION LIST
```

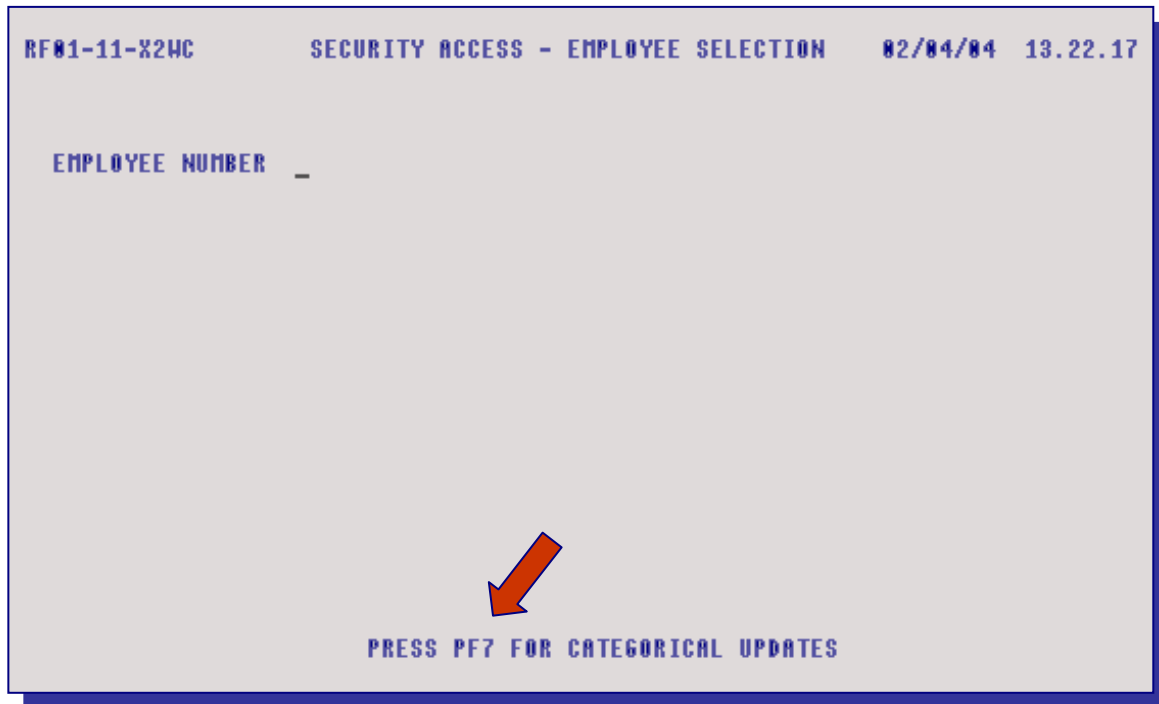
What You Do

- ▼ **Type** AAAA SECURITY ACCESS in the APPLICATION field
- ▼ **Press** ENTER

The SECURITY ACCESS - EMPLOYEE SELECTION screen will be displayed.

CATEGORICAL UPDATES

The **SECURITY ACCESS - EMPLOYEE SELECTION** screen shown below is used to indicate which employee at your work location you wish to authorize to use *MDCPS* computer systems and for work locations 0040 through 8991 to categorically authorize employees to access the Web System Applications.



What You Do

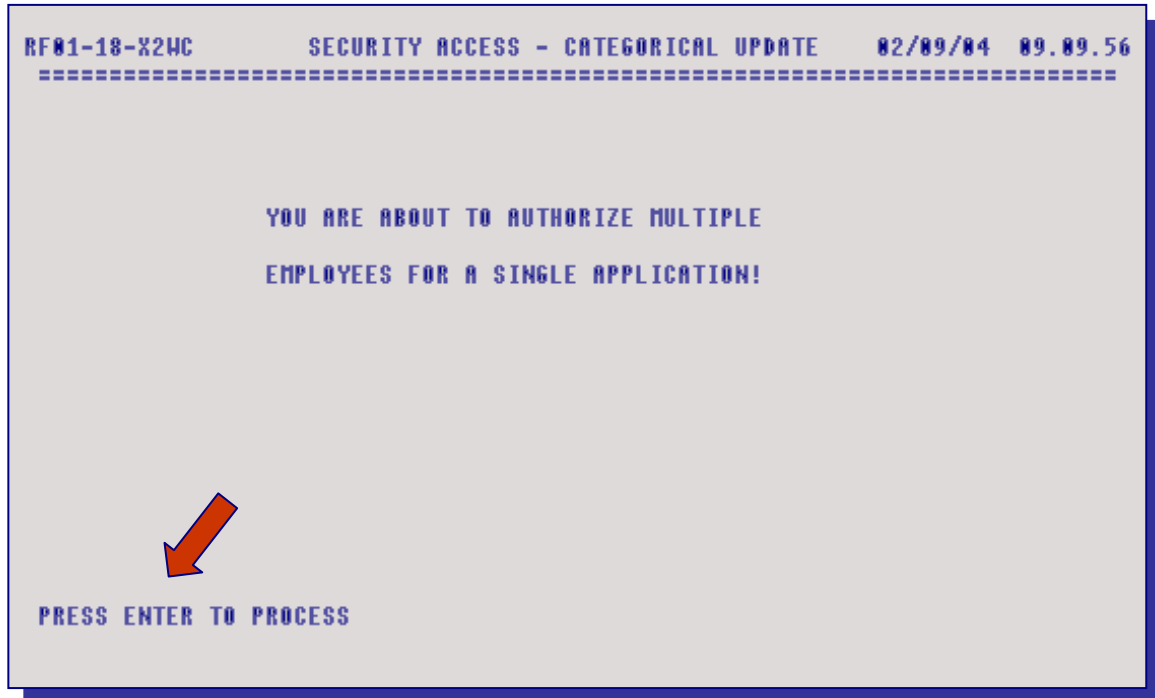
From the **SECURITY ACCESS - EMPLOYEE SELECTION** screen,

- ▼ **Press** PF7

The **SECURITY ACCESS - CATEGORICAL UPDATE** screen will be displayed.

Categorical Updates

The **SECURITY ACCESS - CATEGORICAL UPDATE** screen displays the following message: **YOU ARE ABOUT TO AUTHORIZE MULTIPLE EMPLOYEES FOR A SINGLE APPLICATION!**



What You Do

- ▼ Press ENTER

The **SECURITY ACCESS - SYSTEM SELECTION** screen will be displayed.

Categorical Updates

A list of all the Web System Applications for which the Authorizing Administrator is authorized will be displayed.

```
SELECT APPLICATION; PRESS ENTER                                PAGE 1
RF01-12-X2WC          SECURITY ACCESS - SYSTEM SELECTION    02/04/04 14.29.23
                                EMPLOYEE NAME    CATEGORICAL UPDATE
AUTHORIZATION FOR LOCATION 0000

SAMPLE ADMINISTRATOR GIVES AUTHORIZATION TO CATEGORICAL UPDATE
TO ACCESS THE FOLLOWING SYSTEMS AT LOCATION 0000
A= GRANT ACCESS

- WDIH-DATA IN YOUR HANDS   - WRPT-WEB CNTL-D REPORTS   - WTEI-TEACHER EXIT INTUH
- WISE-WEB SCHOOL IEP      - WSPI-WEB STU PERFORM IND  - WSPA-WEB STUD PERFORM ADMIN
- WGBT-WEB GRADEBK INSTAL

*** PRESS PF12 TO ENTER A DIFFERENT EMPLOYEE NUMBER ***
```

What You Do

- ▼ **Type** A in front of one of the applications the employees are to have access to. Only one application can be selected at a time.
- ▼ **Press** ENTER

The **SECURITY ACCESS – CATEGORICAL UPDATES** screen will be displayed listing all instructional employees, based on pay codes, at the work location.

Note: The function displayed at the bottom of the screen, ***** PRESS PF12 TO ENTER A DIFFERENT EMPLOYEE NUMBER *****, will take you back to the **SECURITY ACCESS – EMPLOYEE SELECTION** screen.

Categorical Updates

In the **SECURITY ACCESS – CATEGORICAL UPDATES** screen you will probably have several pages full of employee numbers and names.

```
RF07-17-X2HC SECURITY ACCESS - CATEGORICAL UPDATES 02/04/04 15.16.56
FOR LOCATION: 0000 APPL: WSPI-WEB STU PERFORM IND
SEL EMP NO NAME SEL EMP NO NAME
- 000001 SAMPLE EMPLOYEE - 000002 SAMPLE EMPLOYEE
- 000003 SAMPLE EMPLOYEE - 000004 SAMPLE EMPLOYEE
- 000005 SAMPLE EMPLOYEE - 000006 SAMPLE EMPLOYEE

PRESS ENTER TO PROCESS SELECTIONS
PRESS <PF08> TO GET NEXT PAGE PRESS <PF07> TO RETURN TO FIRST PAGE
PRESS <PF12> TO ENTER A DIFFERENT EMPLOYEE NUMBER
```

What You See

- ▶ **FOR LOCATION:** Work location granting access
- ▶ **APPL:** Application, title of Web System Application selected
- ▶ **SEL** Selection, field to select employee to grant access
- ▶ **EMP NO** Employee number
- ▶ **NAME** Employee name
- ▶ **PRESS ENTER TO PROCESS SELECTIONS** – To process transactions
- ▶ **PRESS <PF08> TO GET NEXT PAGE** – Page forward
- ▶ **PRESS <PF07> TO RETURN TO FIRST PAGE** – Will take you back to the first page of the **SECURITY ACCESS - CATEGORICAL UPDATES** screen (the employees list)
- ▶ **PRESS <PF12> TO ENTER A DIFFERENT EMPLOYEE NUMBER** – Will take you back to the **SECURITY ACCESS – EMPLOYEE SELECTION** screen.

Categorical Updates

To authorize the selected Web System Application,

```
RF07-17-X2WC SECURITY ACCESS - CATEGORICAL UPDATES 02/04/04 15.16.56
FOR LOCATION: 0000 APPL: WSPI-WEB STU PERFRM IND

SEL EMP NO NAME SEL EMP NO NAME
A 000001 SAMPLE EMPLOYEE A 000002 SAMPLE EMPLOYEE
A 000003 SAMPLE EMPLOYEE A 000004 SAMPLE EMPLOYEE
A 000005 SAMPLE EMPLOYEE A 000006 SAMPLE EMPLOYEE

PRESS ENTER TO PROCESS SELECTIONS
PRESS <PF08> TO GET NEXT PAGE PRESS <PF07> TO RETURN TO FIRST PAGE
PRESS <PF12> TO ENTER A DIFFERENT EMPLOYEE NUMBER
```

- ▼ **Type** A in the **SEL** column for each employee being authorized

Use the **TAB** key to move from employee to employee. After selecting the appropriate employees on this page,

- ▼ **Press** ENTER

The message **TRANSACTIONS ACCEPTED** will be displayed at the top of the screen.

Note: This process must be done one page at a time; in other words, type A to grant access, press ENTER. The message **TRANSACTIONS ACCEPTED** will be displayed. Then press PF8 for the next page. Repeat this process for each page.

Categorical Updates

After the message **TRANSACTIONS ACCEPTED** is displayed, to continue the authorization process for other employees,

```
R006 - TRANSACTIONS ACCEPTED
RF07-17-X24C SECURITY ACCESS - CATEGORICAL UPDATES      02/04/04 15.16.56
FOR LOCATION: 0000                                APPL: WSPI-WEB STU PERFM IND

SEL EMP NO      NAME                SEL EMP NO      NAME
- 000001  SAMPLE EMPLOYEE      - 000002  SAMPLE EMPLOYEE
- 000003  SAMPLE EMPLOYEE      - 000004  SAMPLE EMPLOYEE
- 000005  SAMPLE EMPLOYEE      - 000006  SAMPLE EMPLOYEE

PRESS ENTER TO PROCESS SELECTIONS
PRESS <PF08> TO GET NEXT PAGE          PRESS <PF07> TO RETURN TO FIRST PAGE
PRESS <PF12> TO ENTER A DIFFERENT EMPLOYEE NUMBER
```

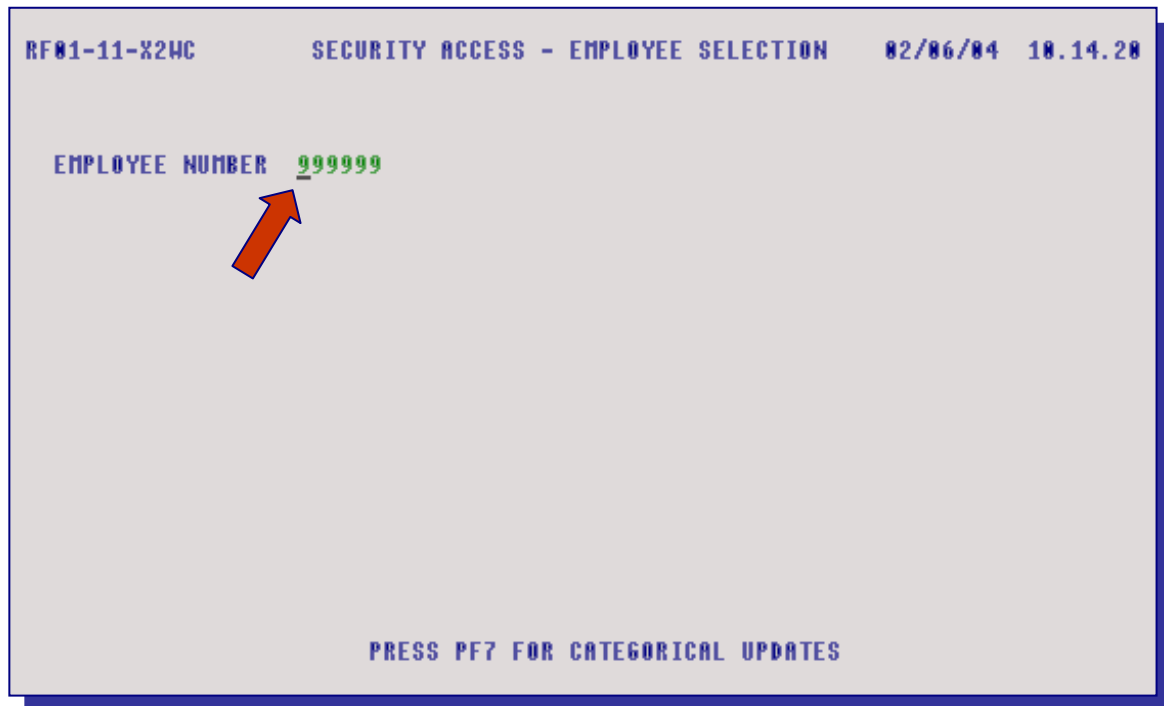
- ▼ **Press** PF8 to go to the next page
- ▼ **Type** A in the **SEL** column for each employee being authorized
- ▼ **Press** ENTER

The message **TRANSACTIONS ACCEPTED** will be displayed. Continue this process until all employees have been granted access.

VIEWING CURRENT/PENDING AUTHORIZATIONS

When authorizations for an employee are added or canceled, they become pending transactions until the next day. The employee cannot access the added (pending) applications until the next day.

Current and/or pending authorizations may be displayed on the **SECURITY ACCESS – EMPLOYEE SELECTION** screen.



What You Do

- ▼ **Type** the **EMPLOYEE NUMBER**
- ▼ **Press** **ENTER**

The **SECURITY ACCESS – EMPLOYEE SELECTION** screen will change to display the employee's personal information and the different functions that can be performed. *[For additional information of these functions see the "COMPUTER NETWORK SECURITY SYSTEM Authorizing Administrator's Guide."]*

Viewing Current/Pending Authorizations

From the **SECURITY ACCESS – EMPLOYEE SELECTION** screen,

```
*** VERIFY EMPLOYEE NAME, TITLE AND WORK LOCATION AND PRESS ENTER ***
RF01-11-X2WC          SECURITY ACCESS - EMPLOYEE SELECTION    02/06/04 10.28.27

EMPLOYEE NUMBER  999999          EMPLOYEE NAME  SAMPLE EMPLOYEE
WORK LOCATION:  PRIMARY 0000      EMPLOYEE TITLE VOC IND ARTS SR HIGH
                OTHER

➡ PRESS PF2 TO VIEW CURRENT AND PENDING AUTHORIZATION

PRESS PF12 TO ENTER A DIFFERENT EMPLOYEE NUMBER

PRESS PF13 TO CANCEL ALL AUTHORIZATION FOR SAMPLE EMPLOYEE
                AT WORK LOCATION 0000

PRESS PF15 TO RESUME ACCESS FOR SAMPLE EMPLOYEE
                AT WORK LOCATION 0000

PRESS PF16 TO REQUEST A NEW PASSWORD FOR SAMPLE EMPLOYEE
                AT WORK LOCATION 0000
```

- ▼ **Press PF2** to view current and pending authorizations

The current authorizations will be displayed and if there are any pending authorizations a message, **“PRESS ENTER TO VIEW PENDING TRANSACTIONS”**, will display at the top of the screen. *[See sample on next page.]*

Viewing Current/Pending Authorizations

Current Authorizations

```
PRESS ENTER TO VIEW PENDING TRANSACTIONS ←
RF03-13-X24C      LIST FOR SAMPLE EMPLOYEE      02/06/04 10.57.19
                  AT LOCATION 0000

                C U R R E N T   A U T H O R I Z A T I O N S

ACCD-STU ACCIDENT UPDAT }
ACRS-COST REPORTING     }
AUIS-FUNCTIONS          } ←
WTEI-TEACHER EXIT INTUW }
WDIH-DATA IN YOUR HANDS }
WRPT-WEB CNTL-D REPORTS }
WISE-WEB SCHOOL IEP    }

PRESS CLEAR TO RETURN TO SECURITY ACCESS
```

What You Do

- ▶ **Press** ENTER to view pending transactions

The pending transactions screen will be displayed. The message “**PRESS ENTER TO VIEW CURRENT AUTHORIZATIONS**” will be displayed at the top of the screen. *[See sample on next page.]*

Viewing Current/Pending Authorizations

Pending Transactions

```
PRESS ENTER TO VIEW CURRENT AUTHORIZATIONS ←
RF03-14-X24C      LIST FOR SAMPLE EMPLOYEE      02/06/04 11.25.12
                  AT LOCATION 0000

                P E N D I N G   T R A N S A C T I O N S
                *** ACCESS ***          *** ACCESS ***          *** CANCEL ***

CATS-STUDENT TRANS }
HSPI-WEB STU PERFM IND } ←

PRESS CLEAR TO RETURN TO SECURITY ACCESS
```

What You Do

- ▶ **Press** **ENTER** to go back to the current authorizations

To view a different employee's current/pending authorizations, **press** the **PF12** key on the **SECURITY ACCESS – EMPLOYEE SELECTION** screen. [For additional information, see the “COMPUTER NETWORK SECURITY SYSTEM Authorizing Administrator’s Guide”].

```
*** VERIFY EMPLOYEE NAME, TITLE AND WORK LOCATION AND PRESS ENTER ***
RF01-11-X24C      SECURITY ACCESS - EMPLOYEE SELECTION  02/06/04 10.28.27

EMPLOYEE NUMBER  999999          EMPLOYEE NAME  SAMPLE EMPLOYEE
WORK LOCATION:  PRIMARY 0000      EMPLOYEE TITLE  UOC IND ARTS SR HIGH
                  OTHER

PRESS PF2 TO VIEW CURRENT AND PENDING AUTHORIZATION
PRESS PF12 TO ENTER A DIFFERENT EMPLOYEE NUMBER ←
PRESS PF13 TO CANCEL ALL AUTHORIZATION FOR SAMPLE EMPLOYEE
                  AT WORK LOCATION 0000

PRESS PF15 TO RESUME ACCESS FOR SAMPLE EMPLOYEE
                  AT WORK LOCATION 0000

PRESS PF16 TO REQUEST A NEW PASSWORD FOR SAMPLE EMPLOYEE
                  AT WORK LOCATION 0000
```

CANCELING AUTHORIZATIONS

Authorizing administrators can cancel all or specific authorizations for an employee.
[For additional information about this procedure, see "COMPUTER NETWORK SECURITY SYSTEM Authorizing Administrator's Guide."]

Canceling All Authorizations For One Employee

From the **SECURITY ACCESS – EMPLOYEE SELECTION** screen,

```
*** VERIFY EMPLOYEE NAME, TITLE AND WORK LOCATION AND PRESS ENTER ***
RF01-11-X2HC          SECURITY ACCESS - EMPLOYEE SELECTION      02/06/04 10.28.27

EMPLOYEE NUMBER  999999          EMPLOYEE NAME  SAMPLE EMPLOYEE
WORK LOCATION:   PRIMARY 0000      EMPLOYEE TITLE VOC IND ARTS SR HIGH
                  OTHER

PRESS PF2 TO VIEW CURRENT AND PENDING AUTHORIZATION
PRESS PF12 TO ENTER A DIFFERENT EMPLOYEE NUMBER
➔ PRESS PF13 TO CANCEL ALL AUTHORIZATION FOR SAMPLE EMPLOYEE
   AT WORK LOCATION 0000

PRESS PF15 TO RESUME ACCESS FOR SAMPLE EMPLOYEE
   AT WORK LOCATION 0000

PRESS PF16 TO REQUEST A NEW PASSWORD FOR SAMPLE EMPLOYEE
   AT WORK LOCATION 0000
```

- ▶ **Press PF13** to cancel **ALL** authorization for employee

The screen shown above will remain and the message **TRANSACTION ACCEPTED** will be displayed on the top of the screen.

The cancelations will be effective the next day.

Canceling Authorizations

Canceling Specific Authorizations For A Single Employee

From the **SECURITY ACCESS – EMPLOYEE SELECTION** screen,

```
*** VERIFY EMPLOYEE NAME, TITLE AND WORK LOCATION AND PRESS ENTER ***
RF01-11-X2WC          SECURITY ACCESS - EMPLOYEE SELECTION    02/06/04 10.28.27

EMPLOYEE NUMBER  999999          EMPLOYEE NAME  SAMPLE EMPLOYEE
WORK LOCATION:  PRIMARY 0000      EMPLOYEE TITLE V0C IND ARTS SR HIGH
                OTHER

PRESS PF2 TO VIEW CURRENT AND PENDING AUTHORIZATION

PRESS PF12 TO ENTER A DIFFERENT EMPLOYEE NUMBER

PRESS PF13 TO CANCEL ALL AUTHORIZATION FOR SAMPLE EMPLOYEE
                AT WORK LOCATION 0000

PRESS PF15 TO RESUME ACCESS FOR SAMPLE EMPLOYEE
                AT WORK LOCATION 0000

PRESS PF16 TO REQUEST A NEW PASSWORD FOR SAMPLE EMPLOYEE
                AT WORK LOCATION 0000
```

► **Press** ENTER

The **SECURITY ACCESS-SYSTEM SELECTION** screen will be displayed.

Canceling Authorizations

From the SECURITY ACCESS-SYSTEM SELECTION screen,

```
PRESS PF2 TO VIEW AUTHORIZATIONS          PRESS ENTER FOR MORE SYSTEMS          PAGE 2
RF01-12-X24C          SECURITY ACCESS - SYSTEM SELECTION          02/06/04 14.22.55
EMPLOYEE NUMBER 999999          EMPLOYEE NAME SAMPLE EMPLOYEE
AUTHORIZATION FOR LOCATION 0000          EMPLOYEE TITLE SOCIAL STUDIES SR HIGH

          SAMPLE ADMINISTRATOR GIVES AUTHORIZATION TO SAMPLE EMPLOYEE
          TO ACCESS THE FOLLOWING SYSTEMS AT LOCATION 0000
          A= GRANT ACCESS, C = CANCEL ACCESS

MAIL-ELECTRONIC MAIL          MAIL- E-MAIL PERS ID          ACES-CHARTER SCHOOL EMP
ACES-ACES DOE SURVEY          PARL-PARS MAINTENANCE          PARS-PAYROLL ABS RPT
RSTR-PAYROLL APPROVAL          UWAY-UNITED WAY          SUBS-SUBSTITUTES
ARIS-REAPPOINTMENT SYS          SUPP-SUPPLEMENT SET UP          PERQ-PERSONNEL QUERY
PERS-PACS INQUIRY          PERS-PACS MAINTENANCE          PERS-SALARY SCHEDULES
PERS-BAS HEADER INQUIRY          PERS-BAS HEADER MAINT          PERS-APPLICANT INQUIRY
PERS-APPLICANT MAINT          PERS-PERSONNEL ACTIONS          PERS-EMPLOYEE INQUIRY
PERS-EMPLOYEE DIRECTORY          PERS-PAYROLL MAINT          PERS-OFFICIAL MAINT
PERS-RPA APPROVAL          PERS-PAYROLL TRANS          PERS-FRINGE BENEFITS
PERS-FRINGE BEN MAINT          PROJ-TIMESHEET APPROVAL          PROJ-ADMINISTRATION
PROJ-TIMESHEETS          PROJ-ACCOUNT INFO          PROJ-ACCOUNT UPDATE
SDRQ-SED MIS ONLY          VACS-STUDENT INQUIRY          VACS-STUDENT UPDATE
VACS-COURSE INQUIRY          VACS-COURSE UPDATE          VACS-PAYMENT INQUIRY
VACS-PAYMENT UPDATE          VACS-COUNSELOR INQUIRY          VACS-COUNSELOR UPDATE

          *** PRESS PF12 TO ENTER A DIFFERENT EMPLOYEE NUMBER ***
```

Using the **TAB** key, position the cursor to the left of the application to be canceled.

- ▶ **Type** **c** in front of the application
- ▶ **Press** **ENTER**

The screen shown above will remain and the message **TRANSACTION ACCEPTED** will be displayed on the top of the screen. *[For additional information see "COMPUTER NETWORK SECURITY SYSTEM Authorizing Administrator's Guide."]*

WHOM TO CALL FOR ASSISTANCE

For assistance with the Security System Categorical Authorizations, contact Support Services at (305) 995-3705.

For questions or comments, please complete a HEAT Self Service desk incident at:

<http://selfservice.dadeschools.net/>