

## RACF User IDs and Passwords

---

### Obtaining a RACF User ID

All users of HSIS must have a RACF (Resource Access Control Facility) USER ID to ensure that access to HSIS is protected. A RACF WIC USER ID is provided only to staff currently working in WIC or currently authorized by the local WIC Director to have special access to WIC screens in that program.

The WIC Director must complete and sign a copy of the “Request for USER ID Services” form (DHHS T932) (Chapter 1, Attachment 1), to obtain a RACF WIC USER ID for access to the WIC ADP in HSIS. The user requesting the RACF User ID must fill out and sign the NC DHHS HSIS Confidentiality Agreement form. Health department users requesting access to WIC screens must also fill out the HSIS Confidentiality Agreement form to go with their completed and signed User ID Service Request form.

A RACF User ID gives the user access to one local WIC program. If access to other local WIC programs is needed, a separate User ID must be obtained for each program. For each local program for which access is requested, ask the WIC Director to review, sign, and date a separate, completed request form. The user must complete, sign, and date a separate HSIS Confidentiality Agreement form for each program. (Chapter 1, Attachment 1)

Fax or send the completed forms to the Nutrition Services Branch (NSB) WIC Helpdesk. Call the NSB Helpdesk for assistance with filling out the request forms.

These forms are to be used when:

- New WIC employees are hired
- WIC employees need to change access levels from full access to view only (and vice versa)
- Non WIC health department employees need access to some or all WIC screens
- WIC employees move from one agency to another
- WIC employees resign
- WIC employees move from WIC to another position within the agency

These forms are not to be used when:

- Requesting a new Remote Terminal ID (RTI)
- Requesting assistance with adding a MICR printer node to a voucher box.

Call the NSB Helpdesk for requests that do not require filling out a User ID request form.

 **User Note**

Per security policy, each User ID Service Request form must be filled out and completed **prior** to the WIC Director’s review and signature. **Signed blank request form copies are not acceptable.**

### **Filling out the Request Form:**

#### **For all requests**

- Employee Information must be filled out for all requests. Be sure to include the information in #'s 3, 4, 5, and 6 (Program Code, Site Code #, Bill Code, and County Code #). Always use the main WIC agency phone number for the user's telephone number and be sure to include the correct fax number.

#### **For a New User ID request:**

- Indicate if the user needs Full or View Only Access.
- Indicate if XPTR/XNET access is needed.
- If known, always fill out #'s 18, 19, 20, and 21 (Remote Terminal ID, Voucher Station #, MICR and Report printer nodes).

#### **For a Change to an Existing User ID:**

- Always include the current WIC User ID.
- Access Level Changes include changing the user to View only or to Full WIC access. These changes may also include removing WIC access from a non-WIC User ID, such as a Health Department employee User ID who still maintains access to HSIS but not to the WIC screens in HSIS.
- Terminating a WIC User ID is used for deleting User ID's for WIC employees who have left the WIC program and will no longer be working in WIC anywhere else in the State of NC.
  - ▶ Be sure to include the termination effective date.
- Other is used for indicating request for access to special screens, adding or removing XPTR/XNET access, or giving the user XPTR/XNET access only (no WIC or HSIS access), adding WIC to a Health Department employee User ID, and changing or correcting a user's name (e.g. for last name changes, spelling mistakes).
- Transfer User ID is used for transferring a User's ID from one WIC agency to another when the user transfers to a new WIC agency. Be sure to fill out the information in #'s 18, 19, 20, and 21 for the new agency.

### **Security of User IDs and Passwords**

**RACF** is the Resource Access Control Facility used by the State Computer Center to secure and protect ITS computer systems and data. The user's single, individual RACF User ID will allow access to the application(s) for which the user is authorized. The user is responsible for the use and maintenance of the RACF User ID. Unauthorized or personal use of computer information and /or equipment is a violation of state and federal law.

The Resource Access Control Facility (RACF) was designed to control access to computer systems and resources. The RACF User ID is used to identify who is trying to gain access to the computer system, and the user's password is used to verify that the user is the *authorized* user.

### Creating a New Password

- The FIRST character MUST be one of the 26 letters of the alphabet.
- The password MUST be no less than 6 characters and no more than 8 characters long.
- The password MUST contain at least one numerical character.
- Repeat passwords are not accepted - RACF remembers all previous passwords.
- The user may change the password as often as is desired or necessary.

 **User Note**

The password that is assigned when the User ID is first given is a **temporary** password. This password can only be used the first time the user signs on to the system. After that, the user *must* create a new password during that initial sign on.

### Regulatory Rules:

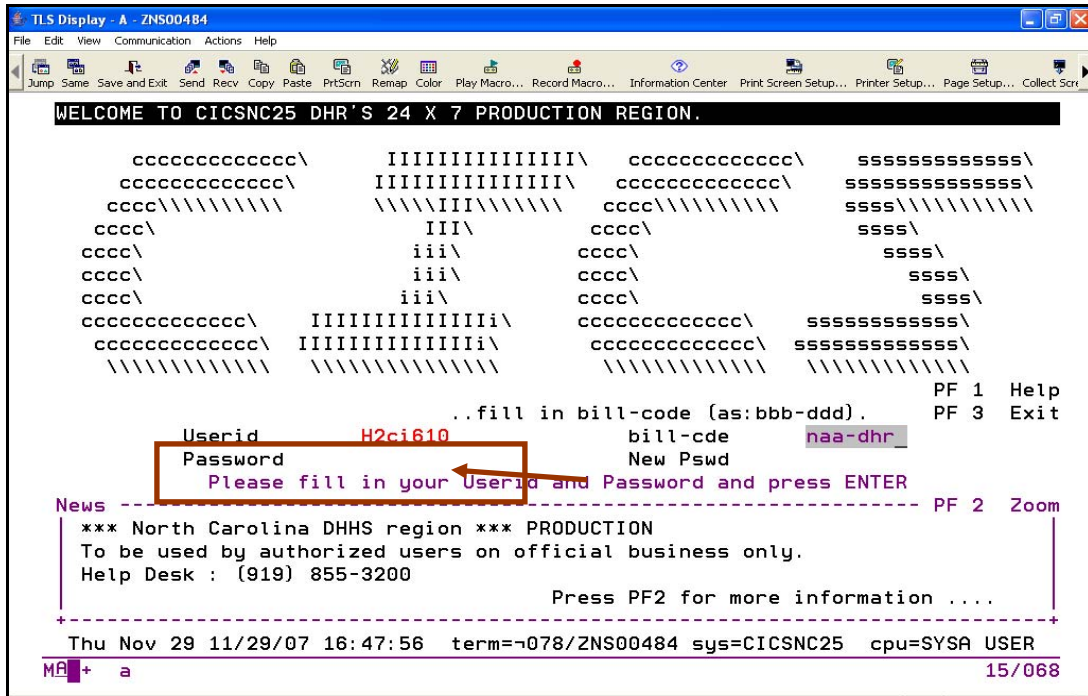
Remember the User ID password.

- RACF will allow the user three attempts to correctly key in a password.
  - ▶ If the user tries a fourth time, access will be revoked.
- RACF will revoke the user's access if the system is not accessed at least once every 45 days.
- The user must change the password at least once every 90 days.
  - ▶ RACF will automatically revoke the password on the ninety-first day if it has not been changed.
  - ▶ Be sure not to inadvertently pass the 90-day limit, or the User ID access will be revoked.
- The RACF User ID has been assigned to one user alone.
  - ▶ Do not share the User ID with anyone.
  - ▶ Do not allow anyone else access to the User ID.
- If the User ID access has been revoked, contact the NSB Helpdesk

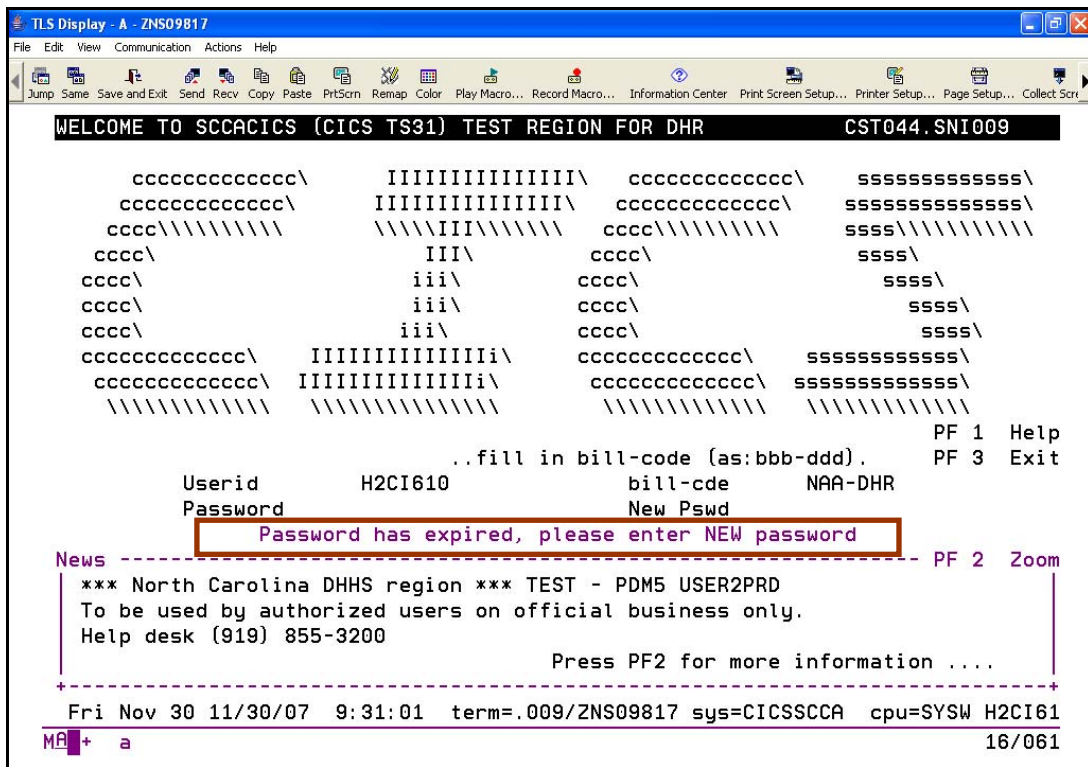
### Changing the Password in CICSNC25:

- The very first time signing onto the CICSNC25 system, type the temporary password into the Password field on the left side of the screen. Note: the typed password does not show up on the screen for security reasons.
- Press the **ENTER** key.

Chapter 1: USING THE HEALTH SERVICES INFORMATION SYSTEM  
 Section 3: RACF USER IDS AND PASSWORDS



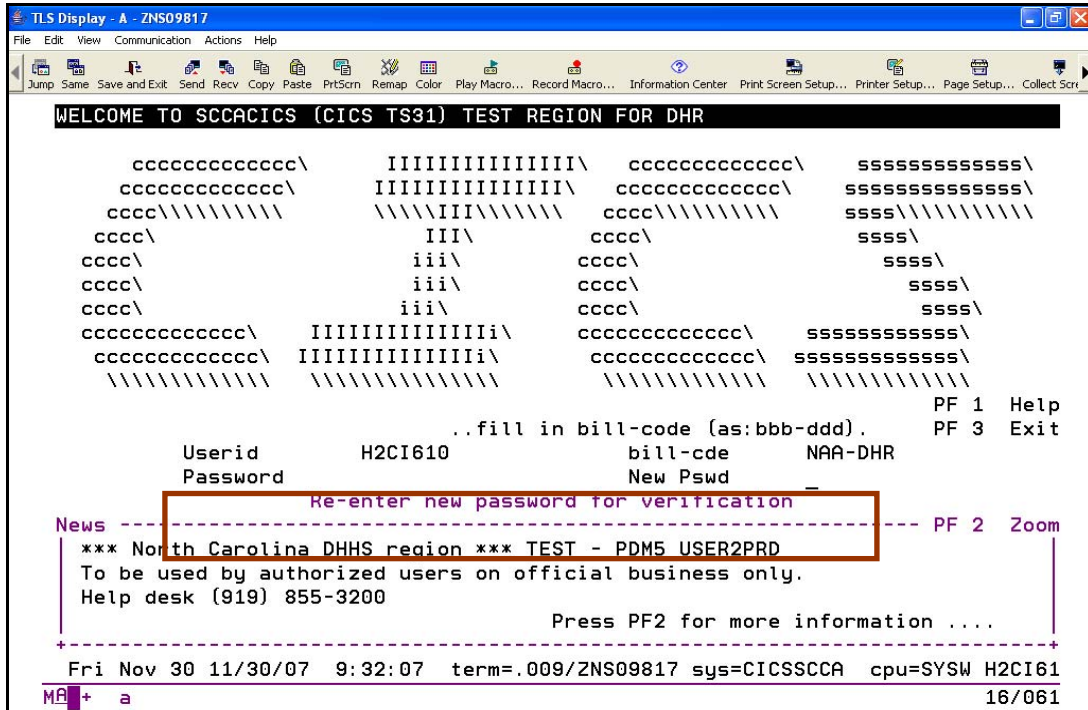
- ▶ The system will display the message Password has expired, please enter NEW password.



- ▶ Follow the rules above for creating a new password and type the new password in the New Pswd field on the right side of the screen.
- ▶ The system will display the message Re-enter new password for verification.

Chapter 1: USING THE HEALTH SERVICES INFORMATION SYSTEM  
Section 3: RACF USER IDS AND PASSWORDS

- ▶ Type the same new password again in the New Pswd field on the right side of the screen.
- ▶ Press the **ENTER** key.



- If the password has not expired, but for security purposes it is time to change the password, press the <Tab> key to go to new password field.
  - ▶ Follow the instructions above for creating a new password.
  - ▶ Type the new password in the New Pswd field on the right side of the screen.
  - ▶ Press the **ENTER** key.
  - ▶ Type the new password again at the prompt on the right side of the screen, for confirmation of the password.
  - ▶ Press the **ENTER** key.

(Blank Page)