

NCAS Security Policy

Overview:

The North Carolina Accounting System (NCAS) security establishes levels of controls for each user based on that user's job function per agency request. These levels of controls prevent system access by unauthorized operators, prohibit access to restricted data (NCAS modules), and protect the physical products of the system.

The OSC NCAS Security Administration Team is responsible for:

- The definition of forms and procedures for identifying and tracking authorized operators.
- The maintenance of statewide security profiles for operator access based on job requirements and functions.

Expectations/Deadlines:

Security Administrators: All agencies must submit the NCAS Security Letter before the OSC NCAS Security Administrator approves its agency's use of a NCAS CICS region for business purposes. The agency's Chief Executive Officer and Chief Financial Officer must sign the NCAS Security letter that should be submitted on the agency's letterhead.

The Authorized Agency Security Administrators Letter from OSC must be signed by the authorized Agency Security Administrators and returned to OSC. **Note:** Both the NCAS Security Letter and the Authorized Agency Security Administrators Letter should be completed as agency security administrators change during the year. These forms are kept in your agency security book for reference as additional requests are received. Forms received will not be processed if the signature on the form is not one of the authorized security administrators listed on the file form. These forms will be updated annually, even if no changes occur.

OSC Personal Identifying Information Disclaimer: All operators of the NCAS will adhere to the following statement:

Personal identifying information such as social security numbers are obtained as part of the data gathering process for this system. By accessing this system, you agree that any information made available will be used for business purposes only, as it relates to the specific job function of your position. System and system-related information will not be shared, disseminated, or used in any way other than its original intent.

Security Forms/Requests: Unless otherwise noted by OSC, **all** security forms should be received by Wednesday at noon prior to the Thursday night batch processing. Any form received after the Wednesday deadline may not be completed for the Thursday night batch processing. Every effort will be made to process all security forms in a timely manner.

OSC does not accept faxed Security Request Forms. In the event of agency security emergency requests, please call the OSC NCAS Help Desk for assistance and to request approval. If an emergency request is approved, the original form must be immediately sent to the OSC Help Desk. An emergency request is defined as an employee who has been terminated and needs to be removed from the system immediately.

All security forms should be signed by a valid agency Security Administrator. Forms with invalid signatures will be returned to the agency.

All agencies must have at least two Security Administrators. Security Administrators are not permitted to sign their own security forms requesting changes to their security. The agency CFO or CEO, whoever signed the NCAS Security letter, must sign for a security administrator's changes.

References:

Refer to the SIG for additional security information.

A Security Administrator Workshop is offered periodically by the NCAS training staff. Please review the SIG for workshop schedules or contact the Training Coordinator at 919-875-HELP (4357).