REQUESTING ACCESS TO ADVANTAGE

An Advantage User ID is required to gain access to the Advantage Financial System. A CICS/RACF ID is also required. UTO Computer Accounts establishes the CICS/RACF ID. Requests for CICS/RACF IDs are automatically initiated when employees submit their online request for an Advantage User ID; therefore, a separate request for a CICS/RACF ID is not necessary. Current ASU UTO-supported Cisco AnyConnect VPN (Virtual Private Network) client software is required for access to the ASU administrative systems. For more information on CICS/RACF and Cisco VPN client software, contact the UTO Helpdesk at 480/965-6500.

In the event that an employee leaves the department or changes roles that affect the level of access the employee needs for Advantage (including removing employees as Org Manager and/or Authorized Signers from Advantage accounts), the department should notify the Advantage Helpline of these changes by sending an e-mail to AdvantageHelp@asu.edu. For instructions regarding adding, changing, or deleting Org Managers/Authorized Signers, see “Org Managers and Authorized Signers.”

It is a best practice to notify the Advantage Helpline of terminated employees whose Advantage User IDs need to be deleted by sending an e-mail to AdvantageHelp@asu.edu. The CICS/RACF ID that was created by UTO Computer Accounts during the initial set-up process is automatically deleted when a department processes the employee’s termination through PeopleSoft.

Requesting a New Advantage User ID

The following steps should be completed to request a new Advantage user ID:

1. Complete the online Request for Advantage Financial System Access form.
   
a. Any employee who is requesting a MGR1 or a SCN1 profile for the purpose of being added as the org manager must also complete an Advantage Form A and send it to the Advantage Helpline.

b. The level of approvals required for the online Request for Advantage Financial System Access form depends upon the type of profile being requested. An online approval is required for each submission. See the matrix below for required online approval levels.

<table>
<thead>
<tr>
<th>Advantage Profiles</th>
<th>Required Approval Signature/Level of Online Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAT1 profile</td>
<td>Employee's supervisor</td>
</tr>
<tr>
<td>SCN1 profile</td>
<td>Employee's supervisor</td>
</tr>
<tr>
<td>MGR1 profile</td>
<td>Department business manager or higher level of authority</td>
</tr>
<tr>
<td>Other</td>
<td>Employee's supervisor</td>
</tr>
</tbody>
</table>
2. Submit the completed online request form, which is routed to:
   a. the employee’s supervisor, as indicated on the online request form, for approval
   b. UTO Computer Accounts for CICS/RACF ID setup
   c. the Advantage Helpline, which reviews the form for completeness and accuracy, interacts with the requesting department as necessary, and creates the Advantage ID or updates the Advantage security table as appropriate.

For assistance with determining the type of Advantage User ID or for additional help completing the online Request for Advantage Financial System Access form, contact the Advantage Helpline by phone (480/965–2334) or e-mail AdvantageHelp@asu.edu.

**Requesting a Change to an Existing Advantage User ID**

The following steps should be completed to update demographic or security information associated with an existing Advantage user ID:

1. Complete the online Request for Advantage Financial System Access form using the following guidelines:
   a. To change personal information (e.g., title, location, telephone, mail code):
      Type “demographic update” in the Purpose field (current demographic information will be automatically populated in the form). Note: Minor demographic changes can also be made by e-mailing the Advantage Helpline.
   b. To change department/college or VP area:
      Type “College/VP CHANGE” and current Advantage User ID in the Purpose field and provide the updated code in the College/VP Area field
   c. To change security profile:
      Type “Advantage profile CHANGE” and current Advantage User ID in the Purpose field, and select the desired profile in the Access Type field. See the matrix below for appropriate approval level.

2. Submit the completed online request form, which is routed similar to the request for new Advantage User ID.

**PASSWORD SECURITY**

User IDs identify the person authorized to use a particular system or application, and passwords are keys that unlock access to those applications and systems. Maintaining a secure computer environment relies on individual users safeguarding and keeping private their access information, including changing their passwords on a regular basis. Passwords should never be shared. If an individual obtains the password to a user’s account, the user may be open to loss of data or unauthorized use of the account.

**CICS/RACF and Advantage Passwords**

Using Advantage requires a minimum of three user IDs, each with a separate password. First, Cisco AnyConnect VPN client access is required to reach the servers on which Advantage resides. This is a
service tied to users’ ASURITE IDs and the password is maintained in conjunction with ASURITE. Second, a CICS/RACF ID is required to login to the mainframe database environment. While this ID may be the same as ASURITE, the password is independent and must be changed every 90 days. The third ID is the Advantage ID itself, which consists of a unique username and password.

**Guidelines for Maintaining Advantage Security**

To assist in maintaining Advantage security, follow the guidelines below:

1. Change CICS/RACF passwords after receiving a new user ID.
2. Choose a CICS/RACF password that is a combination of letters and digits.
3. Memorize the new password.
4. Never share the password with others.
5. Do not write the password on a paper or Post-it note and attach it to the computer or leave the written password on the desk, in a desk drawer, or on a calendar or desk pad.
6. Log off Advantage before leaving the workstation.
7. Change CICS/RACF passwords on a regular basis, e.g., every 90 days or sooner, especially when there is an attempt to access the account or if someone may have learned of the password.
8. Complete the appropriate forms and forward them to Computer Accounts or the Advantage Helpline whenever an Advantage user in the unit is no longer employed or using Advantage, changes department or college, or changes other demographic data (such as change in name), or whenever there is a change of Advantage users. Detailed assistance is available from the Advantage Helpline at 480/965–2334.

**Changing Passwords**

CICS/RACF passwords should be changed regularly. The longer a password is in use, the riskier it becomes to use. If there is any reason to believe that the user’s password has been compromised, the password should be changed at once.

**Composing a Password**

CICS/RACF passwords must be between six and eight characters in length and made up of alphanumeric characters (A through Z and 0 through 9). Blank spaces and dashes are not accepted. Advantage passwords are four alphanumeric characters in length and follow the same rules for composition.

**Getting Help**

Users who have forgotten or have difficulty with their CICS/RACF password should contact the UTO Helpdesk at 480/965–6500. Users who have forgotten their Advantage password or have difficulty logging on to Advantage should contact the Advantage Helpline at 480/965–2334.