

TERMINAL OPERATOR LOGON ACTIVATION/DELETION REQUEST FORM

Return to:

Division of Criminal Investigation, Control Terminal, 208 S. College Drive, Cheyenne, WY 82002 FAX - 307-777-7301

- Challenge Question and answer must be provided before assignment of user ID will be made.
- Form must be filled out completely and preliminary background done before access will be granted.
- Passwords are managed solely by user. Passwords must be 8-10 characters, contain at least 1 numeric and are case sensitive.
- Please type/print except where signature is needed.

NEW OPERATOR:

NAME _____ DOB _____ SOC _____

ACCESS LEVEL REQUESTED: FULL _____ LIMITED _____ MDT Access Only? Circle: Yes / No

IT Access Only? Circle: Yes / No

CHALLENGE QUESTION _____ ANSWER _____

HAS PRELIMINARY BACKGROUND BEEN COMPLETED? THIS INCLUDES FINGERPRINTS AND CRIMINAL HISTORY CHECK.

YES _____ NO _____

HAVE FINGERPRINTS BEEN SENT TO DCI? YES _____ NO _____

HAVE CJIS SECURITY POLICY RULES OF BEHAVIOR BEEN SIGNED AND ON FILE? YES _____ NO _____

FOR DESCRIPTION OF ACCESS LEVELS, PLEASE SEE TERMINAL AGENCY COORDINATOR MANUAL, PART 3

REMOVAL OF OPERATOR:

OPERATOR NAME: _____ DOB: _____

OPERATOR USER ID (LOGON NUMBER): _____ DATE LAST WORKED: _____

REQUEST FOR NAME CHANGE OR ACCESS LEVEL

NAME: _____ DOB: _____

OPERATOR USER ID (LOGON NUMBER): _____

INFORMATION TO BE CHANGED: ACCESS LEVEL _____ NAME: _____

NEW INFORMATION _____

OPERATOR'S SIGNATURE _____

TERMINAL AGENCY COORDINATOR'S (TAC) SIGNATURE _____

AGENCY _____ ORI _____

DATE: _____

TO BE COMPLETED BY DCI ONLY:

CHRI: Yes _____ No _____

QH _____ IQ _____ DQ _____ User ID _____ Configurator _____ Notify Agency _____

ASSIGNED USER ID: _____ DATE ASSIGNED: _____ BY: _____

CT SPECIALIST INITIALS

FORM INSTRUCTIONS

New Operator Requests:

- All operators accessing the WCJIN, NCIC or NLETS system and files are required to have a background check prior to a user ID being assigned to them. Background check includes submission of fingerprint cards and criminal history file check.
- Please print except where a signature is needed. If we can't read the information, access will not be given until a legible form is received by the Control Terminal Specialist.
- The logon activation request form is to be completed by the TAC or their designee and signed by the TAC and operator. Form is to be filled out completely before access will be given.
- CJIS Security Policy "Rules of Behavior" needs to be read and signed by the new operator prior to access being given. The signed "Rules of Behavior" should be kept in the operator's personnel file.
- Completed form may be submitted either by mail to the address at top of form, or by faxed to the number at top of form.
- Each operator will create their own PIN. PIN's should be 4 numbers and are used in conjunction with a Token.

Removal of Operators:

- Removal of operator request forms must be submitted as soon as the operator no longer needs access to the system. This may occur as a result of job change, or termination of employment.
- Date last worked must be included. If operator is still employed but no longer requires access to the system, use current date in this field.
- If operator's signature is no longer available due to termination of employment, please note "not available" on the Operator's Signature line.