

WIN

Security Class Definition Worksheet

Step 1: Define Classes

You may define up to four security classes with this document. For each of the four classes, list below the title and if necessary, description of the class. The description should include the type of person for whom this class is intended. (I.E. their duties interacting with WIN.)

1	Title: _____	Query Builder Access: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Descr: _____	
2	Title: _____	Query Builder Access: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Descr: _____	
3	Title: _____	Query Builder Access: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Descr: _____	
4	Title: _____	Query Builder Access: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Descr: _____	

Step 2: List mnemonics (screens) to be granted

Attach to this cover page the appropriate "Mnemonic Worksheets". Each of the Mnemonic Worksheets contain columns labeled 1-4, for up to four security classes (the ones you've described above). For the appropriate column, place a check in each cell to grant access for that class to the screen listed on that row. If a class is to be given **"inquiry-only"** access to a maintenance screen, place an **"I-0"** in that cell. (This applies **only** to maintenance screens.) If you don't want the class to have access to a screen, leave the cell for that row (screen) blank.

Step 3: Sign and date

A new security class may only be requested by a Module Leader, or higher. That person must sign below.

Requested By: _____ Date: _____
Phone: _____

Step 4: Submit this document to ICT.

The Office of Information & Communication Technology will review this request and make appropriate notifications or recommendations before making any system changes.