SOUTHWESTERN BELL RESOURCE REQUEST FORM
FAX COVER SHEET & INSTRUCTIONS

Date:

		SWB RESOURCE - CONTACT INFORMATION		
CHECK ONE	**SWB RESOURCE**	**ADDRESS**	**CONTACT NUMBER**	**FAX NUMBER**
	INTERNET ACCESS RAS (DIAL-IN) SECURID CARD SUITS USER INFORMATION RACF USERID SWB NETWORK	**CORPORATE INFO SECURITY** ONE BELL CENTER ROOM 32-S-4 ST. LOUIS, MO. 63101	**314/235-2482**	**314/331-3632**
	VM USERID	**VM ADMINISTRATION** 801 CHESTNUT ROOM 6-8-E5 ST. LOUIS, MO. 63101	**314/340-0150**	**314/340-9441**
	WSF2 USERID	**WSF2 HELP DESK** 801 CHESTNUT ROOM 6-8-B5 ST. LOUIS, MO. 63101	**314/340-0999**	**314/340-0274**

		FROM - SENDER INFORMATION		
NAME (Last, First, M.I.)			TELEPHONE NO.	FAX NUMBER
ADDRESS	ROOM		CITY,STATE,ZIP	COMPANY

SPECIAL INSTRUCTIONS

NUMBER OF PAGES, INCLUDING THIS COVER SHEET

ON THE COVER: This page *also* serves as a *FAX Cover Sheet* for sending the attached **SWB RESOURCE REQUEST FORM** to the appropriate **ADMINISTRATION group** for processing. Please check the appropriate box (in the left column) and complete the **SENDER INFORMATION** *before faxing* or *mailing.*

SECTION 1: This form is used to ADD, CHANGE, or DELETE access to the following SWB RESOURCES:
* *Process SUITS Information, Request Internet Access and associated SWB IP changes*
* *Request SWB Access from a non-SWB System, Dial-in services with a Remote Access Server (RAS)*
* *Obtain a SecurID Card, a RACF Userid to access TSO, WSF2, etc.*
* *Request a VMIS, ISOA, or VMTEST Userid*

The SWB user (or sponsor for non-SWB/agent userids) must check the appropriate box(es) in this section.

USER INFORMATION: This section **must** be completed by the user/sponsor. If this is being completed for a *NEW* employee, leave the *SUITS USERID* box blank, and check the *NEW* SWB-Employee box. Also indicate whether the user is a **SWB-Empl, Non-SWB User, System/Application User,** or a **System/Security** Administrator.

BUSINESS REASON: *The user/sponsor must complete this section to describe their need for the SWB Resource(s).*

USER'S SECURITY RESPONSIBILITY: The user, their immediate supervisor/manager, or sponsor must sign here.

AUTHORIZATION/APPROVAL: The user must obtain their immediate supervisor's/manager's, project manager, or application coordinator's signature. If the user is an agent/non-SWB, the sponsor's signature and SSN are required.

SECTION 2: This section must be completed by the user/sponsor to request a *VMIS, ISOA, or VMTEST* userid. All boxes must be completed. *Please see page 1 of this document for contact information.*

SECTION 3: Check the appropriate box for TSO, IMS, DB2, NETMASTER, CI/SuperSession access. If OTHER access is required, please give a complete description in *SECTION 1-BUSINESS REASON* and/or call the CIS number listed on page 1. **DATA CENTER:** The user/sponsor must check the appropriate userid type: **TEST, D-System, PRODUCTION 1, PRODUCTION 2, PRODUCTION 3 (*Oklahoma*), PRODUCTION 4 (*Dallas*), PRODUCTION 5 (*Houston*),** and **KAN**sas Ci**tY** *Data Center. (The blank lines beside each DATA CENTER listing are for administrative use only).* Also, the *RACF PROTECTED RESOURCE* name(s) and *ACCESS* required must be indicated for TSO access. For **WSF2** access, please indicate the *REPORT ID*, if known.

SECTION 4: All applicable network/user types and activities must be checked. If a SecurID card is being used, enter the serial number on back of the card, otherwise, **Centralized Security Operations *(CSO)*** will assign a new card. A valid *BUSINESS REASON* (SECTION 1) is also required to justify issuing a userid SecurID card, or system service. It may be necessary to complete multiple lines (and columns) if multiple services are being requested. SWB sponsors must review and verify these sections with their non-SWB users/agents. If Internet access is being requested, the accompanying Internet Guidelines Form must be completed, signed, and forwarded with the SWB Resource Request Form.

SECTION 5: *THIS SECTION IS FOR ADMINISTRATIVE USE ONLY.* It is to be completed by the appropriate **Corporate Information Security *(CIS)*,** VM, WSF2 administrator, and/or *ADMINISTRATIVE* personnel.

QUESTIONS ON POLICY AND PROCEDURES: Questions may be referred to the CIS, an Interdepartmental Security Forum (ISF) representative, or the ISF Chairperson, see the SWB Blue pages under ISF (PHONE option B) or use email to userid isf@stlmail1. You may also refer to OP113, sections 4.503-4.509, and section 4.612.

QUESTIONS ON SPECIFIC SECTIONS OF THIS FORM should be referred to the contact(s) on page 1.

Date: **Log #:**

SECTION 1 - INFORMATION SECURITY ACTIONS

SWB RESOURCE	CHECK THE APPROPRIATE BOX(ES) FOR SECURITY ACTION REQUESTED = = >	ADD	CHANGE	DELETE	REQUIRED SECTIONS
SUITS-USER INFO.	*(New) employee/agent information*				1
VM USERID	*VMIS, ISOA, VMTEST*				1 & 2
RACF / WSF2 USERID	*TSO-(Dataset Access,CL/SS,etc.), WSF2*				1 & 3
SWB NETWORK ACCESS	*Internet Access, RAS, SecurID Card, Non-SWB Access to SWB*				1 & 4

USER INFORMATION

SUITS USERID: **Check User Type(s):**

☐ ***NEW*** SWB-Empl ☐ ***SWB-Empl*** ☐Non-SWB-User ☐ System/Appl ☐ Sys/Sec Adm

NAME (Last, First, M.I.)	TELEPHONE NO.	RESP. CODE	SSN

ADDRESS	ROOM	CITY,STATE	COMPANY

BUSINESS REASON

Describe user's business needs & requirements for access to the indicated SWB resource. (e.g. Reason for Network access, access to the Internet, MVS/RACF, VM , etc.)

USER'S SECURITY RESPONSIBILITIES

When using this userid, the user or his/her manager certifies that the user ***UNDERSTANDS and COMPLIES*** with the security responsibilities described in the SWB Code of Business Conduct and Operating Practice No. 113 **(OP113)**. All files, programs, and electronic mail are for business purposes only and are ***subject to audit*** at any time. Internet access requires a signed Internet guidelines form (see attached).

USER'S / MANAGER'S SIGNATURE	TITLE	DATE

AUTHORIZATION / APPROVAL

IMMEDIATE SUPERVISOR / SPONSOR	TITLE (IF SPONSOR, INCLUDE SSN#)	DATE
PROJECT MANAGER / COORDINATOR	TITLE	DATE

SECTION 2 - VM INFORMATION

USERID TYPE (Check appropriate box(es)):   OFFICEVISION VALIDATION
☐ VMIS ☐ ISOA ☐ VMTEST ☐ OTHER:_____   ☐ YES ☐ NO

☐ STANDARD DEFAULTS REQUESTED	NUMBER OF DASD CYLINDERS		
LINKED TO USERID:	LOGON STORAGE SIZE		

SECTION 3 - RACF / WSF2 INFORMATION

USERID TYPE (Check appropriate box(es)	DATA CENTER (Check appropriate box(es)
☐ TSO ☐ IMS ☐ CICS ___ ☐ DB2 ____ ☐ NETMASTER ☐ CL/SuperSession ☐ OTHER	☐ TEST___ ☐ PROD1___ ☐ PROD3___ ☐ PROD5___ ☐ D ___ ☐ PROD2___ ☐ PROD4___ ☐ KANCY____

☐ WSF2 LOCAL VTAM PRINTER NODE	LMA ACCESS (Check one) ☐ No ☐ Yes_____ (LMA USERID)

RACF PROTECTED RESOURCE	FOR TSO ONLY	FOR WSF2 ONLY
DATASET NAME, TRANSACTION, GROUP NAME, etc.	*ACCESS (Check One)*	*REPORT ID*
	☐ READ ☐ UPDATE	
	☐ READ ☐ UPDATE	
	☐ READ ☐ UPDATE	
	☐ READ ☐ UPDATE	

SECTION 4 - SWB NETWORK ACCESS INFORMATION

CHECK APPROPRIATE BOX FOR NETWORK ACTION REQUESTED:	ADD	CHANGE	DELETE	COMPLETE COLUMNS: / REQUIREMENTS (Required key-words for each column are underscored)
Internet Access & (SWB-IP address change)				A) Internet, C) Current/New IP Address D) Old IP Address **Read, sign, & submit Internet guidelines**
Non-SWB Access to SWB System				A) SWB Application(s) B - G (explain G under Business Reason in Section 1).
Remote Access Server (Dial-in)				A) RAS (i.e. North Region, South Region, etc.) B) SecurID card or Password access
SecurID Card				A) SecurID Card, B) DNS Name(s), C) Card Serial #

(A) ACTIVITY/ APPLICATION	(B) SWB SYSTEM DNS NAME	(C) SWB IP ADDRESS	(D) NON-SWB IP ADDRESS	(E) FTP	(F) TEL- NET	(G) OTHER

SECTION 5 - ADMINISTRATIVE USE ONLY

USERID/CARD SERIAL# ASSIGNED	INITIAL PASSWORD / PIN ASSIGNED		SECURITY GROUPS ASSIGNED / FIREWALL SYSTEM
NETWORK ADMIN. INITIALS	DATE	USER NOTIFIED	COMMENTS
VM ADMIN. INITIALS	DATE	USER NOTIFIED	COMMENTS
WSF2 ADMIN. INITIALS	DATE	USER NOTIFIED	COMMENTS
CSO ADMIN. INITIALS	DATE	USER NOTIFIED	COMMENTS

Internet Guidelines Form

To be permitted Internet access, the user *MUST* sign and return both the SWB Resource Request Form and this Internet Guidelines Form. The signature below indicate the user understands and complies with the following guidelines:
Only an employee/agent with a valid business reason may access the Internet. The validity of the reason is determined by that employee's supervisor.

Users must comply with the following usage limitations:
- You *MUST NOT* download games, chain letters or anything that does not relate to your job. If you are not sure of the business nature of the material, consult your supervisor.
- You *MUST* evaluate downloaded software and files for viruses, Trojan horses, etc. Use a commercial virus-scanning and removal program (run by you or an authorized SWB group) before using such material.
- You may only load authorized software on a SWB system. All software license restrictions and copyrights *MUST* be honored.

  Note: Many of the programs available on the Internet are not free. If authorized, the programs designated as "freeware" can be copied without paying a fee. A "shareware" program, on the other hand, can be evaluated for free, but you must pay for it if you decide to continue using it. Failure to honor such agreements is considered software piracy and a violation of SWB's Code of Business Conduct.

- You *MUST NOT* load on a SWB system any unauthorized programs (e.g., sniffers, monitors, scanners, etc.) that may circumvent system security.
- You are responsible for all software and files that you place on any SWB system, whether it is located at your work, home, or any other location.
- You *MUST* ensure that all corporate data is properly safeguarded according to its proprietary nature.

If you do not access the Internet at least every 90 days, permission is revoked.
Every 90 days, each director will be sent a list of the authorized Internet users in his organization to verify the business reason still applies.

Until userid tracking is implemented at the firewall, external users cannot pass through the SWBnet to reach the Internet.

Approved access requests will be handled within 2 business days and confirmed with the user by telephone or e-mail.

For additional information regarding access to the Internet, access the SWB Internal Home Page at URL http://swb.sbc.com/cis/security-docs.html.

User's Signature/date: _____