

## Requesting a Mainframe Logon ID - Objective

From Minnesota IT Services, State of Minnesota

**Version:** 2.00

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- To obtain a mainframe logon ID for an employee who needs access to one or more of these systems: Statewide Employee Management System (SEMA4), Mobius View (formerly DocumentDirect for the Internet), or InfoPac.
- To resolve certain logon ID-related problems, such as forgotten passwords.

### Policy

Before an employee can be cleared to use SEMA4, Mobius View (formerly DocumentDirect for the Internet), InfoPac, or any other system that runs on the mainframe computer operated by MNIT, the employee must have a valid mainframe logon ID. A logon ID is a seven-character alphanumeric identification code. The first two characters of the logon ID are typically letters, and they stand for the agency for which the person works. The last five characters are typically a combination of letters and numbers.

MNIT is responsible for overseeing the logon ID database and establishing certain policies, including password policies.

Each employing agency is responsible for identifying employees who need mainframe logon ID's and taking appropriate action. Typically, a large agency has in-house ACF2 (mainframe) security officers who have the power to create logon ID's. Every other agency has at least one person who is designated as a mainframe data security contact. This person is responsible for obtaining logon ID's for employees who need them by submitting requests through the MNIT Service Hub [Minnesota Service HUB - Catalog \(onbmc.com\)](https://onbmc.com).

With rare exceptions, each employee is entitled to a maximum of one logon ID. If an employee is already authorized to use one mainframe system and needs to be authorized to use an additional mainframe system, you should not request an additional logon ID. When completing a system access form to authorize the employee for the additional system, simply enter the current logon ID on the form.

**Forgotten passwords:** If a user of SEMA4, Mobius View (formerly DocumentDirect for the Internet), or InfoPac forgets their password, the employee should follow their agency's internal policy, if any. If the agency does not have an internal policy for handling this problem, the user should either access the password reset option on the

MNIT Service Hub [Password Reset \(onbmc.com\)](https://onbmc.com), or call the MNIT Service Desk at (651) 297-1111 and select Password reset from the options.

## General Procedures

Step #	Actions to be performed	Responsible Party
1	<p>Determine whether employee already has a valid mainframe logon ID whose first two characters match the standard for your agency. If so, do not request an additional logon ID. With rare exceptions, each user is entitled to only one. If the user has a valid logon ID, refer to the appropriate system-specific policy.</p>	Agency Supervisor
2	<p>Following your agency's internal policy, ask an authorized person to create a logon ID or submit a request to the MNIT Service Hub <a href="https://onbmc.com">ACF2 Mainframe Security (onbmc.com)</a>.</p> <ul style="list-style-type: none"> <li>· If your agency has an ACF2 (mainframe) security officer (most large agencies do), ask the person to create a logon ID. Go to step 3.</li> <li>· If your agency does not have an ACF2 security officer, ask your agency's mainframe data security contact to submit a logon ID request through the MNIT Service Hub <a href="https://onbmc.com">ACF2 Mainframe Security (onbmc.com)</a>. Your agency might have several people who are designated as data security contacts. The primary data security contact might be someone in the information technology area, or the accounting director, or the head of the agency. Skip to step 4.</li> </ul>	Agency Supervisor
3	<p>Create a mainframe logon ID and an initial password. Skip to step 5.</p>	Agency Security Officer
4	<p>Submit a request to the MNIT Service Hub <a href="https://onbmc.com">ACF2 Mainframe Security (onbmc.com)</a>.</p>	Agency Data Security Contact

Step #	Actions to be performed	Responsible Party
5	Following your agency's internal policy, inform the supervisor and/or other appropriate personnel of the logon ID and inform someone, such as the supervisor and/or the user, of the initial password.	Agency Security Officer or Data Security Contact

## History

Version	Description	Date
2.0	Updated Mainframe Logon ID Policy	8/7/2023