

# PREPARING FOR THE IAD CHANGES – OCTOBER 2008 – Communication 1

This bulletin is very important as it outlines some significant changes to one of xoserve's systems. If any part of this message is unclear, please do not hesitate to contact any one of the named points of contact at the foot of this note who will be happy to assist.

## INTRODUCTION

This message is directed to all Organisations that utilise the Internet Access to Data (IAD) System and is the first of a series of communications about the planned functionality changes of the system. Some readers of this message will be learning of these changes for the first time and some will have a partial or a greater awareness of the forthcoming changes. It is hoped that through these bulletins, to bring everybody up to the same level of understanding and over the next few weeks to:-

- a) explain what the changes are
- b) describe how those changes affect you
- c) provide updates
- d) set out timescales
- e) seek support
- f) invite questions.

## WHAT ARE THESE CHANGES?

There are four changes that are due to be implemented in October. Two of these changes are relating to improving the efficiency of the data that flows in and out of the IAD system. The other two changes will have a more direct affect on you as Users of the system. A brief outline is set out below;

Single User Log-on : IAD accounts and access to the system is on the basis of one account / one user and therefore allocated to authorised Users. If accounts are being shared then this change will restrict use to a single person.

Security Passwords : There are a few elements to this feature. From the day that this change is effected, it will be possible to change, and retrieve a security password. The ability to do either of these will be dependant on how, as an organisation you want to control your set of IAD accounts. Future communications will pay particular emphasis to this over the coming 7 weeks as it is extremely important that we jointly do things over this time in order to ensure a successful outcome.

All these changes are due to become effective from **Monday 13<sup>th</sup> October 2008**.

## IAD - SECURITY CONTROL

One of the options that you may want to consider is whether you wish to control the resetting or modification of passwords centrally by the Local Security Officer (your appointed systems security controller) or if you are happy with each User doing this. If you choose the former option then this section will be of interest to you.

The defined term being adopted for an organisation that wishes to centrally administer the system security passwords and associating these to a registered User is '**LSO Managed Organisation**'. In this capacity the LSO(s) will be required to provide Security Profile details which, when uploaded into IAD, will allow only them to re-set each Users password should they forget it or if the account is to be given to another User.

**Point of emphasis:** It is very important that you consider the best approach for you. If you wish to be an **LSO Managed Organisation** then you have an action below (Action 2208.02). If you do not, then by definition you are happy for Users to update and retrieve their password and therefore do not have to let us know.

**Point of clarification** : In the event that you decide that individual Users can retrieve a forgotten password or to periodically reset their own password then they will be required to complete a security profile (3 security prompting questions) in order for them to do this. This will be done on the first occasion that they log-in following implementation of this change on 13<sup>th</sup> October.

## **ACTIONS**

2208.01	Please cascade this note, as you feel appropriate, to whomever is required to know about these changes.
<b>2208.02</b>	<b>Inform us, via <a href="mailto:xoserve.userpays@xoserve.com">xoserve.userpays@xoserve.com</a> if your organisation wishes to be an LSO Managed Organisation. You will need to do this by 1<sup>st</sup> September 2008</b>
2208.03	Consider your business needs for the number of IAD accounts for each employee who is required to use the system.

## **TIMETABLE**

<b>ITEM</b>	<b>OUTLINE</b>	<b>DATE</b>
Issue Security Profile Template (including guidelines)	xoserve to send a template that requires completing with your LSO(s) security profile details.	26 <sup>th</sup> August
Weekly Bulletins	xoserve to give progress updates or share information or outline any action requirements	22 <sup>nd</sup> & 29 <sup>th</sup> Aug 5 <sup>th</sup> , 12 <sup>th</sup> 19 <sup>th</sup> 26 <sup>th</sup> Sept 3 <sup>rd</sup> & 10 <sup>th</sup> Oct
<b>Notification deadline for informing us if to be an 'LSO Managed Organisation'</b> <b>*</b>	<b>Organisations only required to let us know if wanting to control IAD accounts centrally by an LSO(s)</b>	<b>1<sup>st</sup> September</b>
Issue list of IAD accounts	xoserve to send a list to organisations who wish to be an 'LSO Managed Organisation'	5 <sup>th</sup> September
Issue Local Security User Guide	A step by step guide designed to help LSO's understand their role in managing IAD accounts	w/c 15 <sup>th</sup> September
Publish IAD User Guide	A step by step guide which can be accessed via the <a href="http://www.xoserve.com">www.xoserve.com</a> site	w/c 15 <sup>th</sup> September
<b>Return Security Profile Template listing Security Profile details for the set of IAD accounts</b> <b>*</b>	<b>Each LSO to provide their security profile for the set of IAD accounts that they will be controlling</b>	<b>15<sup>th</sup> September to 22<sup>nd</sup> September</b>

\* It is imperative that these two deadlines are achieved

## **Points Of Contact**

If you have any questions please contact one of the following;

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