

## [Preparing for the IAD changes October 2008 - Communication 2](#)

Further to Communication 1 on 22nd August, please find attached the template ( [http://www.xoserve.com/IAD\\_Documents.asp](http://www.xoserve.com/IAD_Documents.asp) ) for those organisations opting for the "LSO Managed" approach. If you are not utilising this option, and will be a "User Managed Organisation", you do not need to take any action with this template.

This email is being sent to our full distribution list. The attached template has been built with 300 lines. If you have a greater number of IAD accounts and indicate that you intend to be an LSO Managed Organisation we can send to you an appropriately sized template.

### LSO Managed or User Managed Organisation

#### Definitions:

**LSO Managed Organisation** – This term has been adopted to describe the ability for an organisation's LSO(s) to administer their defined set of IAD system Users accounts. The principle of the 'LSO Managed Organisation' will be that organisations can provide details pertinent to a Local Security Officer (LSO) – i.e. an e-mail address, name, and IAD Administration Password. This information will be centrally maintained and enable that LSO, or their deputy entrusted with their details, to undertake various self service functions – e.g. password reset and retrieval.

**User Managed Organisation** – Each individual User of the IAD system will be able to retrieve their password if they have forgotten it or to reset their password. To do this, they will be required to answer 3 pre-defined security questions that the User will have entered when they completed the security profile.

**Note:** In either of the above options, it is still the LSO's responsibility to control the allocation of IAD accounts and the termination of redundant accounts. Additionally, the LSO is the only recognised point of contact that the IS Security team has on their records.

### LSO Managed Organisation

As an 'LSO Managed Organisation' you will need to complete the attached template and return it to [xoserve.userpays@xoserve.com](mailto:xoserve.userpays@xoserve.com) between 15<sup>th</sup> September and 22<sup>nd</sup> September 2008.

### Considerations for LSO arrangements

An LSO will have responsibility for a number of IAD Accounts. An organisation may have one or many LSOs. The relationship between LSO and IAD accounts is one to many i.e. it is not possible for two LSOs to have responsibility for the same IAD account.

The set of User IDs that you associate to an LSO will be under that LSO's direct control. Where you provide the LSO name and email address, in order to assist the LSO in remembering the Administration Password, you may wish to consider setting the same IAD Administration Password for all IAD accounts that the LSO monitors.

## Guidelines for completing the template

### 1. **Field by Field :**

In populating the template, please note the restrictions that are placed upon each of the fields so that they conform to the standards for the IAD application.

- 1.1 **Organisation ID** – note there is no validation on this, and **will not** be loaded as part of the datafix. Population of this field will assist us with reconciliation exercise when the datafix population is returned to us to ensure that all parties that have indicated that they will be 'LSO Managed' have responded.
- 1.2 **(LSO) Email ID** (Security answer 1) [Validation: Length should not exceed 100 characters. Allows all characters, including numeric and special characters.
- 1.3 **(LSO) Name** (Security answer 2) [Validation: Length should not exceed 100 characters. Allows all characters, including numeric and special characters.]
- 1.4 **(LSO) IAD Administration Password** (Security answer 3) [Validation: Length should not exceed 100 characters. Allows all characters, including numeric and special characters.]
- 1.5 **User ID** [Validation: Should be a valid IAD user id]
- 1.6 **IAD Account Password**
  - Password should begin with a capitalised alphabetic character.
  - Must contain at least one digit from 0-9.
  - Must contain at least one special character (as per current IAD password formats – only '\$', '#', '\_' are supported).
  - Password should have minimum length of 6 and a maximum of 30 characters.
  - The password does not need to match the existing password for the IAD account – if an alternative password is provided the password will be reset.

### 2. **General points:**

- 2.1 The field must not start with a blank.
- 2.2 It is recommended that fields do not end with a blank.
- 2.3 We will not validate the content of the field beyond that stipulated above – e.g. we will not validate the email id to determine whether it has characters within an email (e.g. user@domain.com).
- 2.4 The template has some indication where lines have been populated incorrectly, but this is intended to be a guide only to assist in population of the sheet, so please adhere to the guidelines stipulated above.
- 2.5 The green and yellow cells are mandatory to be populated. Those coloured green relate to information to be provided relating to the LSO security profile, and those coloured yellow relate to the individual user account against which these LSO details will be set.

**2.6** The cell coloured blue relating to the Organisation ID is an optional field.

Please note that as the template is populated, error notifications will appear. These will disappear as data is populated in the particular line.

In order to reduce impacts on organisations with certain security validations, macros have not been used, nor has the spreadsheet been locked. As these cells are not locked, please take care not to remove the validations as this may compromise the quality of the return.

If you do intend to be an 'LSO Managed Organisation' can I take this opportunity to remind you to provide that this is the case to the xoserve user pays e-mail account by 1<sup>st</sup> September.

I hope that you find the attached template of use to assist you in provision of this information. Should you have any questions regarding this matter, please do not hesitate to email your questions to [xoserve.userpays@xoserve.com](mailto:xoserve.userpays@xoserve.com).