

<b>How &amp; When to Complete a Computer Access Request Form (CARF)</b>	
<b>Process Owner:</b>	<b>Date &amp; Revision: 05/01/12 Version 2</b>
<b>Process Step</b>	<b>Key Actions</b>
<p>1.0 <b>New User, Org or Firm</b> requests computer access</p>	<p>When a CARF is required</p> <ul style="list-style-type: none"> <li>○ New User (Rent-A-Tech)</li> <li>○ Second, Third Id, etc. request</li> <li>○ Terminate all access's for user</li> <li>○ Add/Delete individual access (i.e. add Remote, delete internet)</li> <li>○ Restore access to complete Computer Security Awareness Training (CSAT) course</li> <li>○ Restore access which was disabled due to non-use after 60 days</li> </ul> <p>When a CARF is <b>NOT</b> required</p> <ul style="list-style-type: none"> <li>○ Extending an assignment duration</li> <li>○ Disabling access</li> <li>○ Transferring to a new ORG (and not adding any new access)</li> </ul> <p><b>NOTE:</b> <i><b>HEAT tickets are required for all of the above requests</b></i></p>
<p>2.0 <b>New User Firm submits CARF for RACF ID</b></p> <p><b>Firm</b> completes CARF form and submits to Construction Group Staff -</p> <p>2.1 <b>Construction Group staff</b> reviews CARF, sends an electronic email to ATG to generate a heat ticket</p> <p>2.2 Once a heat ticket is generated and</p>	<p>Complete the following Areas on the CARF by Firm</p> <ul style="list-style-type: none"> <li>○ Check New User box if applicable</li> <li>○ Start Date</li> <li>○ Full Legal Name</li> <li>○ SSN (last four)</li> <li>○ Org Office Address, City, State, Zip</li> <li>○ New User Work Cell Phone</li> <li>○ Company Name</li> <li>○ Select Employee Type (Contractor)</li> <li>○ Assignment Duration – in months</li> <li>○ <b>Construction Group staff:</b></li> <li>○ Division, Org, Mail Drop, HEAT #</li> <li>○ <b>CARF</b> signature is required by Construction Group staff only</li> </ul> <p>Standard Access includes</p> <ul style="list-style-type: none"> <li>○ Email</li> <li>○ Fast/Pen</li> <li>○ Internet</li> <li>○ Remote Access (includes Crypto Card only if requested by Org)</li> <li>○ Any Additional requests will have to be specifically listed</li> </ul>

<p>CARF is signed by Construction Group, it will be faxed to Data security 602-712-3368 for processing</p>	<p>where applicable</p> <ul style="list-style-type: none"><li>○ Please note current assigned computer (Laptop / Desktop) and/or Crypto Card, if any</li></ul>
<p>3.0</p> <p><b>Data Security</b> issues a RACF ID</p>	<p>New User</p> <ul style="list-style-type: none"><li>○ Is assigned a RACF ID with initial access</li><li>○ Consultant has two weeks (M-F) to complete the Computer Security Awareness Training (CSAT), if not completed RACF ID is disabled</li><li>○ Computer Security Awareness Training (CSAT) has to be completed at any ADOT location, or on any computer that has been issued by ADOT and on the ADOT network</li></ul>