

STATE OF NORTH CAROLINA NORTH CAROLINA ADMINISTRATIVE OFFICE OF THE COURTS					SECURITY APPROVAL				
See Side Two for instruction on completing this form. Fax side one of completed form to (919) 890-1916. If user is new, or an original signature is not on file for an existing user, also mail the signed original form to the North Carolina Administrative Office of the Courts, Technology Services Division, Attn: Security Administration, P.O. Box 2448, Raleigh, NC 27602-2448. Notify NCAOC's Human Resources directly about any personnel changes									
USER INFORMATION									
Name Of County _____					County Number _____	District _____	Telephone Number _____		Telephone Extension _____
User's Name (First, Middle, Last Required) _____ <input type="checkbox"/> Name Change					Agency/Division _____		NCAOC User ID _____	Social Security No. (Last 4 Digits) _____	
User's Agreement/Signature (By signing, the User agrees to abide by the User Agreement on the reverse side of this form.) _____					Print Name (to appear on documents) _____		Mother's Maiden Name _____		Separation Date _____
Title/Position/Attorney State Bar No. _____					Requested Action For User (Select Only One) <input type="checkbox"/> Add New User <input type="checkbox"/> Change Existing User <input type="checkbox"/> Delete/Terminate Access For Existing User				
SYSTEM ACCESS REQUEST - Specify (A) for Add, (D) for Delete or leave blank in space provided.									
Email _____ Multiple Sessions (SWITCHR) _____ VPN _____ AD Account _____									
AOC Manuals: Clerk _____ SC Judge _____ Court Reporter _____ Admin _____ Bench Book _____									
AUTOMATED CRIMINAL/INFRACTIONS SYSTEM (ACIS): Inquiry _____ DA/PD _____ Clerk _____ Secured _____ Print _____							eCITATION® CLERK'S COMPONENT: Clerk _____ Admin _____		
CRIMINAL COURT INFORMATION SYSTEM (CCIS-Clerk Component): Clerk _____ Secured _____ DA _____ (CCIS-DA Component): Admin _____ User _____ View (Inquiry) _____									
CIVIL CASE PROCESSING (VCAP), INCLUDING ESTATES, SPECIAL PROCEEDINGS, REGISTRATIONS: Inquiry _____ Clerk _____ Lead Clerk _____ Judge/Staff _____ Bond Clerk (Judgment) _____ Bond Clerk (Forfeiture) _____ Print (PFRI) _____ Estates Module _____ Civil Applications (Intranet) _____									
DISCOVERY AUTOMATION SYSTEM (DAS): DA View _____ DA Update _____ Local Admin _____ PD _____									
FINANCIAL CASH RECEIPTING (FCR): Head Cashier _____ Cashier Drawer 1 _____ Cashier Drawer 2 _____									
FINANCIAL MANAGEMENT SYSTEM (FMS): Inquiry _____ Head Bookkeeper _____ Bookkeeper _____ Jury Payment _____ Jury File Transfers _____ CSC _____ Partial Pay _____ Print (PFRI) _____									
NCAWARE: Magistrate _____ Local Administrator _____ Clerk _____ Clerk (Limited) _____ Judge _____ DA _____ Worthless Check DA _____ Inquiry I _____									
STATEWIDE SEARCH: User _____									
SPC NICS REPORTING: Inquiry _____ SPC Clerk _____									
SUPPORT ENFORCEMENT (SES): Inquiry _____ Bookkeeper _____ Supervisor _____ Print _____									
STATISTICAL AOC REPORT VIEWER: _____									
WORTHLESS CHECKS: User _____ Admin _____									
	View (Inquiry)	CSC User	Judge	CSC Admin	Family Court/CIP	Guardian ad Litem	DTC	County	
JWISE Juvenile									
	View (Inquiry)	User	Judge	Admin					
CASEWISE									
Superior									
District									
Domestic									
Civil (All)									
OTHER AGENCY SYSTEMS: CJLEADS _____ NCID User ID _____ (Required for access to CJLEADS) DHHS/ACTS _____ DMV/SADLS _____ DMV/STARS Inquiry _____ Update _____ OSC/NCAS _____									
SPECIAL INSTRUCTIONS/OTHER INFORMATION:									
REQUESTING AUTHORITY									
Name (Type Or Print) _____					Signature _____				
Title _____					Telephone Number _____			Date _____	
AOC-A-151, Rev. 3/11 © 2011 Administrative Office of the Courts									

(Over)

STATE OF NORTH CAROLINA NORTH CAROLINA ADMINISTRATIVE OFFICE OF THE COURTS	SECURITY APPROVAL
USER AGREEMENT	
<p>New Users or those Users who have never read the User Agreement below must do so and sign on side one prior to submission of this form. Signing on side one of this form indicates acceptance of the agreement. The User agrees to abide by all applicable Federal, State and local laws regarding appropriate access to public records of the courts and agrees to abide by all information security policies and interagency agreements of the North Carolina Administrative Office of the Courts (NCAOC) and the NC Office of Information Technology Services (ITS). These policies include, but are not limited to the following:</p> <p>User passwords shall not be shared with other individuals under any circumstances. User IDs shall not be shared with anyone, except those employed by the User's agency, ITS or the NCAOC. The User must remain with any device currently accessing an NCAOC information system via the User's ID. Sessions connected to NCAOC systems must be disconnected immediately, if the User is not in direct, immediate control of the accessing device. The User shall not share with unauthorized personnel data that is exempt from the Public Records Act (N.C.G.S. Chapter 132), including, but not limited to, juvenile offender information or information regarding unreturned criminal processes. Officials, officers, employees, contractors and agents of a government agency or subdivision of such agency are granted access to NCAOC information systems for the performance of their official duties only. Use of the access granted to NCAOC information systems for any purpose outside the scope of those duties may result in disciplinary action, including termination and civil and/or criminal liability. The User further agrees that any violation of NCAOC and/or ITS security policies or of any Federal, State or local law regarding access to or security of NCAOC information systems may result in the immediate and irrevocable termination of the User's access to NCAOC information systems at the discretion of the Chief Information Officer of the NCAOC or his designee.</p>	
INSTRUCTIONS FOR COMPLETING SECURITY APPROVAL FORM (AOC-A-151)	
<p>Questions should be directed to NCAOC Security Administration at 919-890-2221. The Hiring Authority or a designee must complete and sign side one of this form to request User access to NCAOC Information Systems.</p>	
USER INFORMATION	
<p>This section must be completed, as follows:</p> <ul style="list-style-type: none"> County Name and County Number are required, unless district-wide access is requested or the request is from a State or Federal agency (and reference to County does not apply). If County Number is not known, County Name is sufficient. District Number is required, if district-wide access is requested. If the District Number is entered for a multi-county district and the approving authority has district-wide responsibilities, the user will be provided with access to all counties in the district. If access is to be restricted to only select counties in the district, specify the counties by name in the Special Instructions area on side one of this form. Telephone Number, Ext., User Name, Title/Position and Agency/Division are required. Check "Name Change" box only if User's name has changed. The User's NCAOC User ID is required when changing the User's access or name or deleting/terminating access. The last four digits of the Social Security Number for the User should be provided for identification purposes. Print Name: If a different version of the User's name is to be printed on official documents, provide the User's print name (e.g., J.L. Doe). The Mother's Maiden Name for the User is required for identification purposes. The Separation Date is required if the User is being terminated. Select a Requested Action for the User (Add, Change or Delete/Terminate), as applicable. 	
SYSTEM ACCESS REQUEST	
<p>Specify (A) to add or (D) to delete, as applicable. Leave blank if no change is required. Please note the explanation, restrictions and special instructions for the systems below when requesting access or a change in access.</p> <ul style="list-style-type: none"> Multiple Sessions (SWITCHR): Allows more than one application to be open simultaneously. AD Account (Active Directory): Access to local and network files and shared printers. ACIS: Access to the Secured role is granted to limited CSC staff by the CSC. Judges' staff access is limited to Inquiry and Print. Access by DAs, PDs and their staff is limited to Inquiry, DA/PD and Print. Magistrates' access is limited to Inquiry. CCIS: Clerk Component: Only the CSC can grant the Secured role. DA Component: Admin role is limited to Systems Administrators. CIVIL (VCAP): Judges' staff access is limited to Inquiry, Judge/Staff and Print (PFRI). DA and PD access is limited to Inquiry and Print (PFRI). Magistrate access is limited to Inquiry. Estates Module is limited to CSC staff. Civil Applications (Intranet) allows printing from the intranet. DAS: Only DA staff may have View, Update, or Local Administrator access to DAS. PDs have access to discovery download. FMS: Access for non-CSC staff is limited to Inquiry for FMS. NCAWARE: Check Local Administrator if the user will maintain data of others. For clerks, the Clerk role is equivalent to that of the ACIS Secured Menu. Choose Clerk (Limited) for all other clerks. Inquiry I provides read access for staff who do not need update rights. PD access is not authorized. LE officers should use the AOC-A-152 form. SPC NICS Reporting: Inquiry access is limited to NCAOC TSD/CSD staff. SPC Clerk access is limited to CSC staff. SES: DA/PD access is not authorized. Judges' staff access is limited to Inquiry. JWISE: CSC User and CSC Administrator access is limited to clerks within the appropriate county. A Judge's Administrative Order allowing access is required to allow Family Court, CIP and DTC staff access. This order may refer to a specific county or to an entire district. DA and PD access is not authorized. OTHER AGENCY SYSTEMS: Access to each system is limited to applicable judicial staff. SPECIAL INSTRUCTIONS/OTHER INFORMATION: Use as needed. 	
REQUESTING AUTHORITY	
<p>The Hiring Authority or Designee must approve the request by signing and dating the form. The signature must be on file with NCAOC Security Administration in order for the request to be processed.</p>	