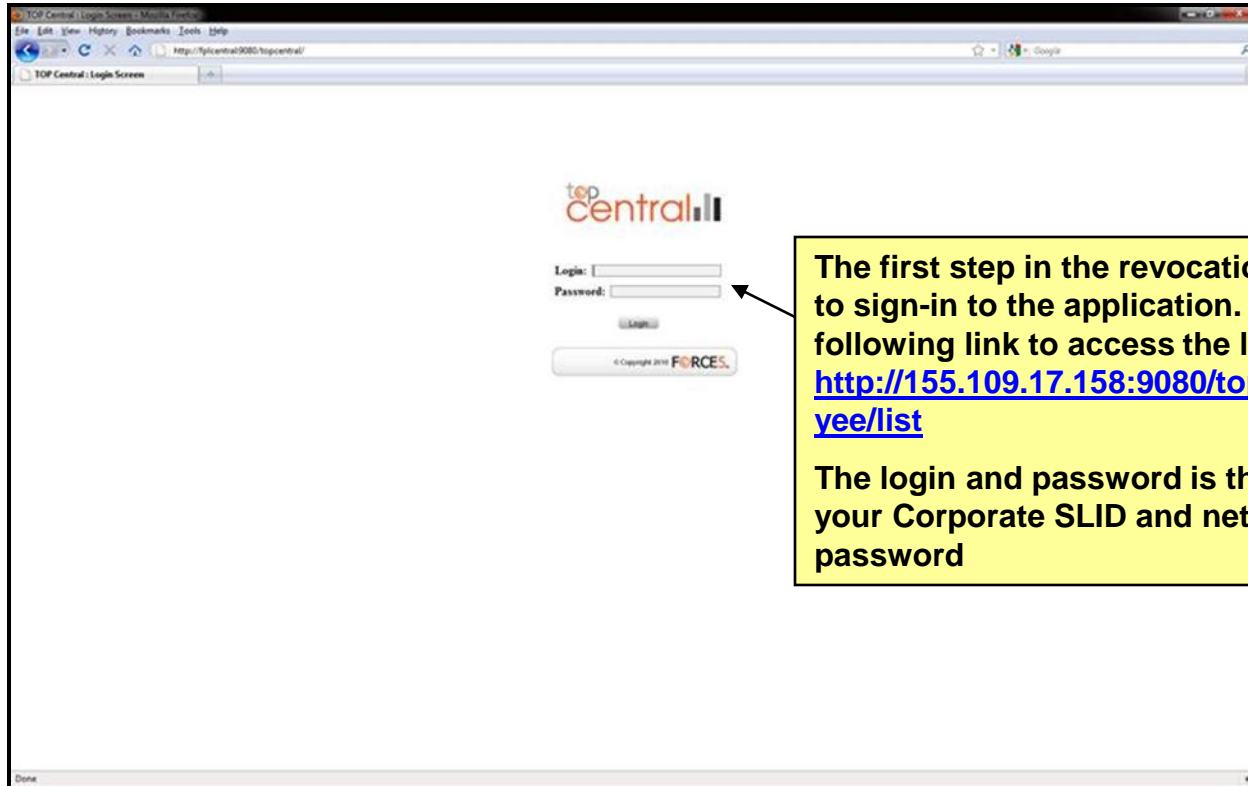


APS Training Overview

- APS is the new system SCC Supervisors will use to revoke and/or recertify access for their direct reports with CCA access.
- The next few slides will show you the screens you will use to revoke a user and to recertify user(s) that report to you.
- Each Wednesday, you will receive an email asking you to recertify each of your direct reports continual need for CCA access.
- In the event a revocation is required, there is a 7 day process for users that are changing departments, retiring, etc., and a 24 hour process for employees being released for cause.

Revocation Process – Step 1



The first step in the revocation process is to sign-in to the application. Use the following link to access the login screen:
<http://155.109.17.158:9080/topcentral/employee/list>

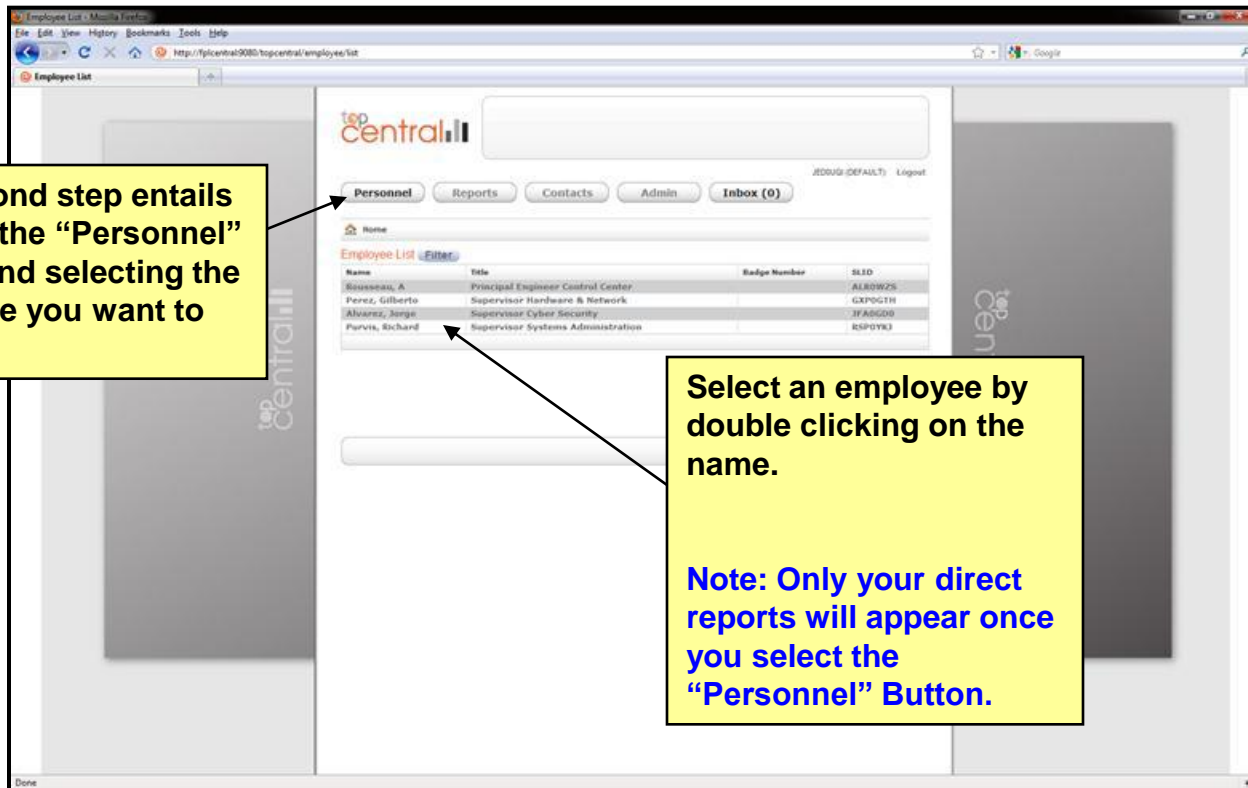
The login and password is the same as your Corporate SLID and network password

Revocation Process – Step 2

The second step entails clicking the “Personnel” button and selecting the employee you want to revoke.

Select an employee by double clicking on the name.

Note: Only your direct reports will appear once you select the “Personnel” Button.



Revocation Process – Step 3

The screenshot shows the 'TOP By Force 5: Employee Monitor' application. The left sidebar has a 'top central' logo. The main content area has a top navigation bar with 'Personnel', 'Reports', 'Contacts', 'Admin', and 'Inbox (0)'. Below this is a sub-navigation bar with 'Home', 'Access', and 'Certification'. The 'Certification' tab is selected, showing a form for an employee named 'Peres'. The form includes fields for First Name, Middle Name, Last Name, Title, Department, Supervisor, Business Unit Requester, Phone, Email, Employee #, SLID, and Badge Number. A 'Status' indicator shows 'ACTIVE' with a last status change of '03/18/2011 11:53 AM'. Below the form is a 'History' table with columns for Type, Date, User ID, and Description. The table shows several 'UPDATE' entries for 'Certifications' and one 'CREATE' entry for 'New Employee Peres, Gilberto created'. A yellow callout box with a black arrow pointing to the 'Access' tab contains the text: 'The employee details will open once you have made your selection. Next step is to click "access."'.

TOP By Force 5: Employee Monitor

File Edit View History Bookmarks Tools Help

http://topcentral9080/topcentral/employee/show/13

TOP By Force 5: Employee

top central

Personnel Reports Contacts Admin Inbox (0)

Status: **ACTIVE** Last Status Change: 03/18/2011 11:53 AM

Home Access **Certification**

No Image Uploaded

First Name: Peres Phone: 786-299-5173

Middle Name: Email: gperes@fhl.com

Last Name: Peres Employee #:

Title: Supervisor, Hardware SLID: LOCKDOWN

Department: Florida Power & Light Badge Number:

Supervisor: De Grande, Joel Notes:

Business Unit Requester: [Select One]

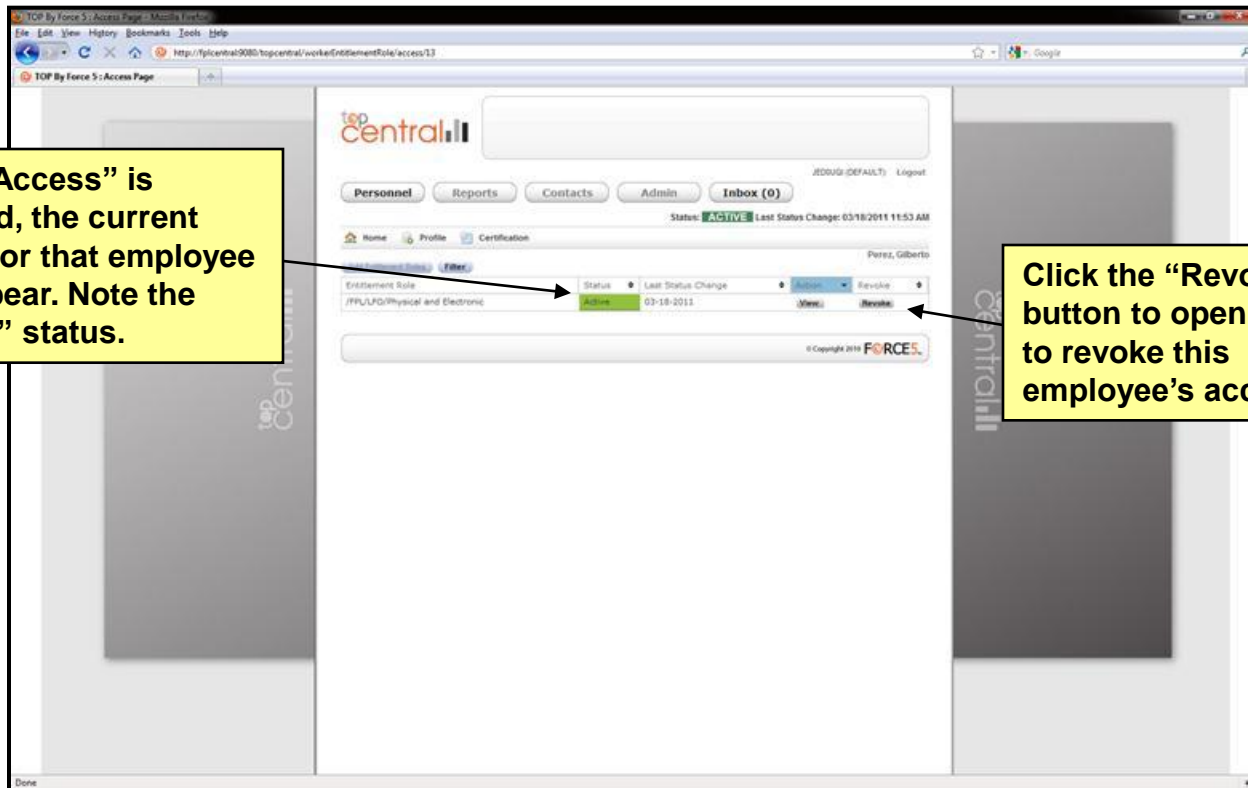
History

Type	Date	User ID	Description
UPDATE	03/18/2011 12:27 PM	ADMIN	Updated : Certifications
UPDATE	03/18/2011 12:27 PM	ADMIN	Updated : Certifications
UPDATE	03/18/2011 12:27 PM	ADMIN	Updated : Certifications
UPDATE	03/18/2011 12:17 PM	ADMIN	Updated : Certifications
UPDATE	03/18/2011 11:53 AM	ADMIN	Updated : Entitlement Roles
CREATE	03/18/2011 11:53 AM	ADMIN	New Employee Peres, Gilberto created

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Revocation Process – Step 4

Once “Access” is selected, the current status for that employee will appear. Note the “Active” status.



Click the “Revoke” button to open up a task to revoke this employee’s access.

Revocation Process – Step 5

The Revoke Access Window will appear and you have to select either a 24 hour revocation or a 7 day revocation. Choose 24 hours in cases of termination for cause.

You will also need to enter the effective date.

The screenshot shows a web browser window with the URL <http://tpicentral9080/topcentral/work/EntitlementRole/access/33>. A modal dialog box titled "Revoke Access" is displayed in the center. The dialog has the following fields and options:

- Revocation Type:** A dropdown menu with "24 Hours" selected and "7 Days" as an alternative option.
- Effective Date:** A date selection field.
- Effective Time:** A time selection field with "Hours: 0" and "Minutes: 0" displayed.
- Select Justification:** A dropdown menu with "Select One" as the current selection.
- Revoke Justification:** A text input field.
- Select Documents:** A section with a "Browse..." button and an empty list area.
- Buttons:** "OK" and "Cancel" buttons at the bottom.

The background of the browser shows a sidebar with a "top central" logo and a main content area with a "Person" header and a "Last Status Change" section. A "Done" button is visible at the bottom left of the browser window.

Revocation Process – Step 6

The screenshot shows a web browser window with the URL <http://tpicentral9080/topcentral/works/EntitlementRole/access/33>. The main interface is titled 'TOP By Force 5: Access Page'. A modal dialog box titled 'Revoke Access' is open in the center. The dialog contains the following fields and options:

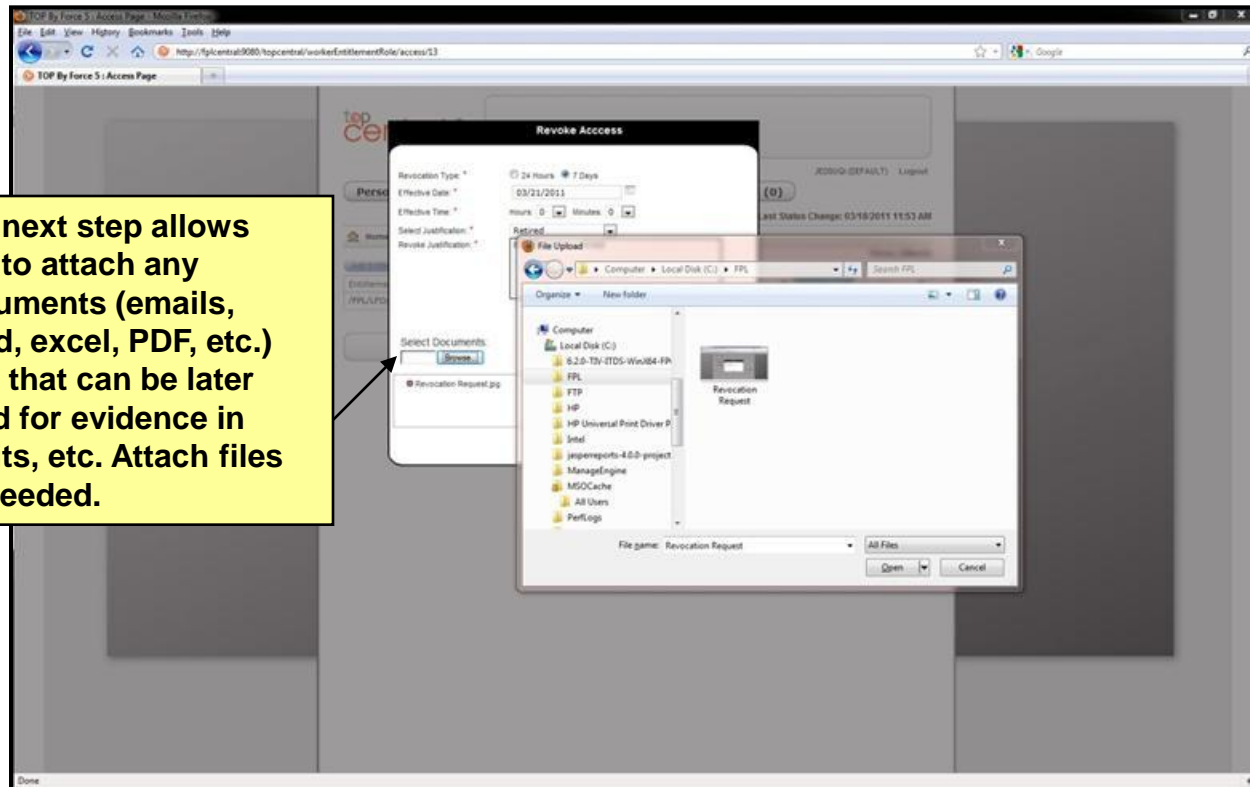
- Revocation Type:** Radio buttons for '24 Hours' (selected) and '7 Days'.
- Effective Date:** A date picker showing '03/21/2011'.
- Effective Time:** Time pickers for 'Hours' (0) and 'Minutes' (0).
- Select Justification:** A dropdown menu with the following options: 'Select One', 'Retired', 'Position/Title change', 'Terminated', and 'Other'. The 'Select One' option is currently selected.
- Revoke Justification:** A text input field for providing an explanation.
- Select Documents:** A section with a 'Browse...' button and a list of documents.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom.

An arrow points from the 'Select Justification' dropdown to a yellow callout box on the right.

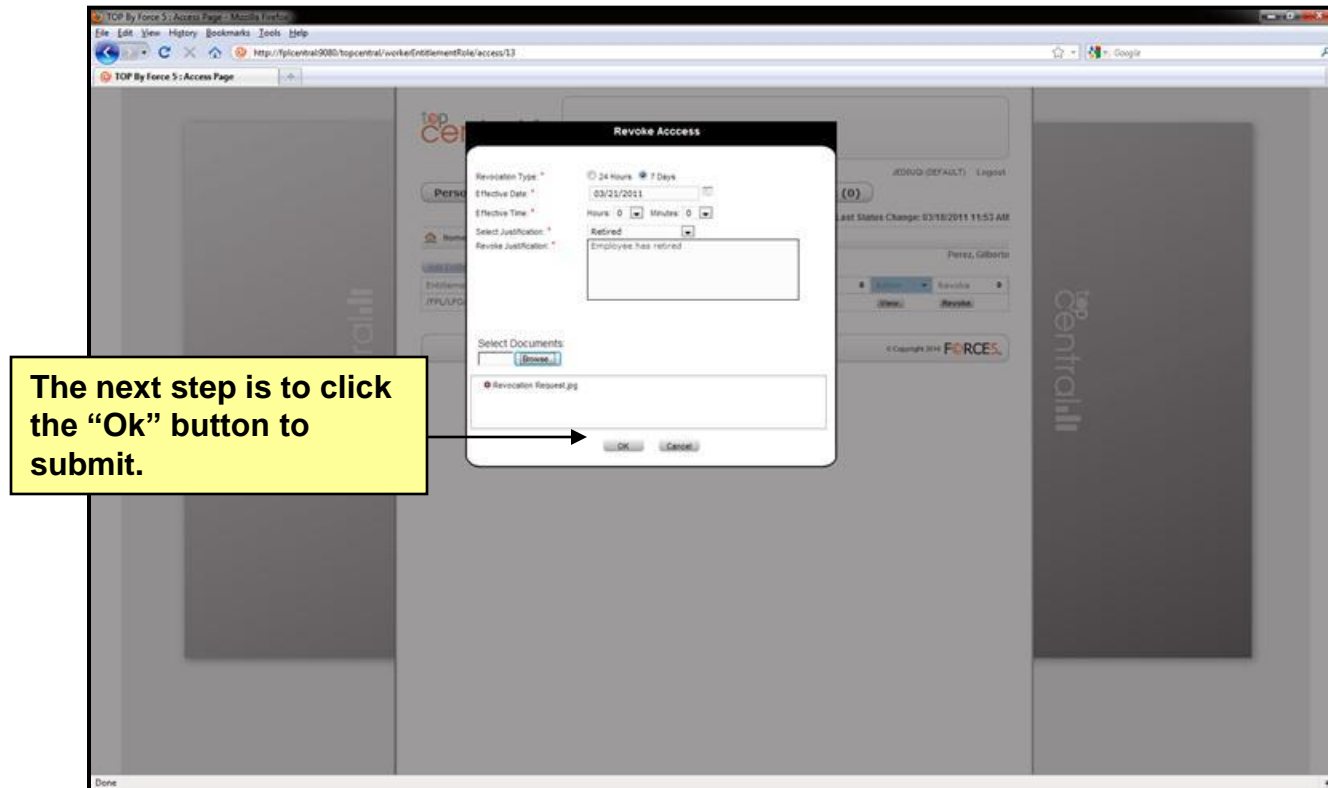
The next step is to choose a justification. Choose from the drop down and it will populate an explanation. If one of the choices does not satisfy the reason for the revocation, choose "other." You can also make additional comments in the "explanation" box as needed.

Revocation Process – Step 7

The next step allows you to attach any documents (emails, word, excel, PDF, etc.) files that can be later used for evidence in audits, etc. Attach files as needed.

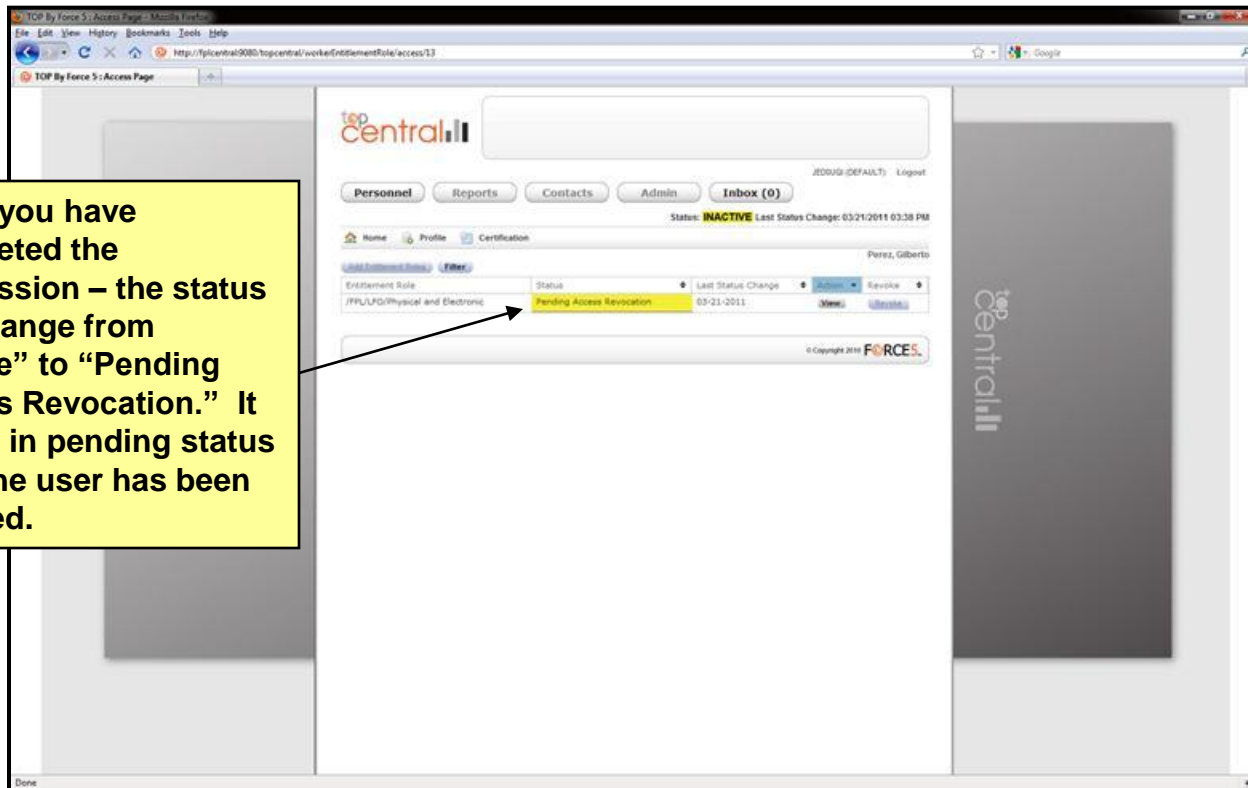


Revocation Process – Step 8



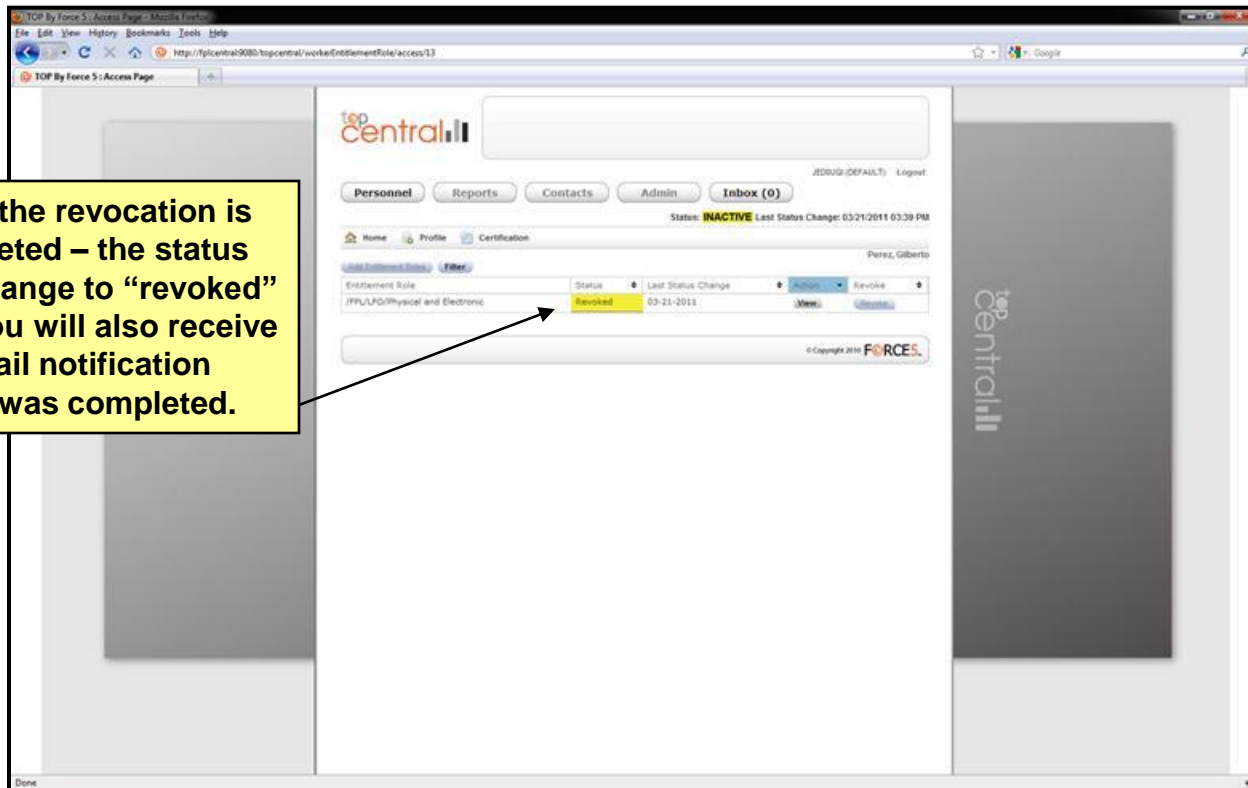
Revocation Process – Submission Complete

When you have completed the submission – the status will change from “Active” to “Pending Access Revocation.” It will be in pending status until the user has been revoked.



Revocation Process – Revocation Complete

When the revocation is completed – the status will change to “revoked” and you will also receive an email notification that it was completed.



APS Recertification Process - Email

You will receive an email similar to this and be asked to recertify access to the list of people you supervise – two options are presented – confirm as appropriate or make changes.

This message was sent with High importance.

From: Degrande, Joel
To: Amerally, Aadil
Cc:
Subject: Fw: *** TEST ***Critical Cyber Asset continual access verification

***** THIS IS ONLY A TEST *****

Below is a list of personnel reporting to you that have authorized cyber and/or authorized unescorted physical access to the System Control Center's Critical Cyber Assets (CCAs). Please verify these individuals' continued need for access by clicking the **Confirm** link below. Should any of these employees listed no longer require access, please click the **Make Changes** link to revoke employees no longer needing access. Failure to verify continued need for access will result in escalation to your supervisor, and could result in the revocation of access to these CCAs for the individuals listed below.

If you have any questions please contact Mina Soto at (305) 442-5376 or Maria Elena Martinez at (305) 442-5767.

Thank you for your prompt attention to this matter.

SCC Security Administrators

This document contains non-public transmission information and must be treated in accordance with the FERC Standards of Conduct.

This message may contain confidential and/or privileged information of Florida Power & Light Company. If you are not the intended recipient please 1) do not disclose, copy, distribute or use this information, 2) advise the sender by return email, and 3) delete all copies from your computer. Your cooperation is greatly appreciated.

Access Verification

Name	SLID
Rousseau, A	ALR0WZS
Purvis, Richard	RSP0YKJ
Perez, Gilberto	GXP0GTH
Alvarez, Jorge	JFA0GD0

Click on Link to confirm access is appropriate – you will then see a confirmation complete webpage open for the application. This operation can be done from Outlook or a smart device such as a BlackBerry.

Please click on the link below to confirm the Access Verification report:
<http://155.109.17.158-9080/topcentral.centralWorkflowTask.confirm.00a3d29f-287d-4920-95f8-66a9d1d2c70f>

Please click on the link below to make changes:
<http://155.109.17.158-9080/topcentral.employee.list>

Click on this Link to make changes (i.e. revoke an employee's access). The follow the revocation process outlined previously.

Questions?

- If you have any questions, please contact either Aadil Ameerally (305-442-5652) or Joel De Granda (305-442-5271).