 **IT Security**

**USAC NPSA Account Request Form**   
Please review the link regarding the naming convention for Non-Person Specific Account (NPSA) in USAC. You will then need to fill out the NPSA Request Form I have attached below and return it back to me to process. Thanks  
  
**What is a USAC NPSA Account?**   
Active Directory NPSA accounts are Non-Person Specific accounts that are used to complete a task or store information. IT Security recognizes the following NPSA account types: **Production/Process account** *(formerly Kiosk account)*, **Classroom account and/or Application account**.   
**Complete the user required information below:**

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|  |
| **PIN Name:**   * Example: CAFS265G or USFC234D * CA = Country Code * F = Always one-digit indicating NPSA Account * P = One-digit account type (Process, Class, Appl, Svc) * 123A = 4 Alpha Numeric * IB = Two-digit Business Code (Optional for growth and clarity) * Prd05 = Five-digit specific information (Optional for growth and clarity) | **USFETFSDEVSP1**  **USFETFSDEVSP2**  **USFETFSQASP1**  **USFETFSQASP2**  **USFETFSPRODSP1**  **USFETFSPRODSP2** |
| **Department info:**  (Dept Number - Dept Name - Backup Administrator) ie. 826900 - IT Security - BKP John Smith (USxxxxxx) | **510550** |
| **USAC Global Groups:** | **US-SEMS-Service-Accounts** |
| **USAC Logon Script:** ie. MadLogon.bat |  |
| **Primary Administrator & Back-Up Administrator** ie. John Smith (usXXXXXX) | **Michael O’Brien (A10n1zz)** |
| **3M Manager:** ie. John Smith (usXXXXXX) | **Toby Hable (US344591)** |
| **Limited Logon to Feature:** Server/Workstation Names | **-** |
| **Primary owners email:**  Ie: brsmith@mmm.com | **meobrien@mmm.com** |

**Please give detailed responses to the below questions:**

|  |  |
| --- | --- |
| **What will this ID be used for** (Explain in detail the complete process of this ID)? | **http://apps202.mmm.com/icons/ecblank.gifrunning services on servers (SharePoint)** |
| **Will this ID be used on a workstation that has the USAC Kiosk Service?** | **http://apps202.mmm.com/icons/ecblank.gifno** |
| **What will this ID have access to?** | **Services on machines and associated database** |
| **Will this ID have administrative privileges on a workstation or server?** The NPSA ID must not be given administrative privileges on any workstation or server. | **http://apps202.mmm.com/icons/ecblank.gifno** |
| **Will this ID need to be a NON-Expiring ID?** If so make sure it follows the Process Control Standard <http://intranet.mmm.com/eia/html/itsi2706.htm> | http://apps202.mmm.com/icons/ecblank.gifno |

**Please Remember The Following:**

* Please complete one request per Department ID.
* When requesting more than one ID for a department please specify in the ID field. Example: USP123A-C would create three IDs USP123A, USP123B, USP123C
* Passwords will expire at logon and must be changed every 95 days.
* Some USAC Accounts are eligible to use the "logon to" feature which is limited to interactive Non-Person Specific ID’s; Processing ID’s and Classroom ID’s. The "logon to" feature allows the Administrator of these ID’s to pre-define what workstations the ID can interactively logon to.
  + - To assist in securing the interactive Non-Person Specific IDs, the administrator (or backup administrator) can also request the following options for this ID:
    - Set a NON-EXPIRING password. (Requires deviation or must follow the requirements listed in the Process Control Standard - <http://intranet.mmm.com/eia/html/itsi2706.htm>
    - Disable the user from changing the password.
    - The passwords will need to follow Corporate Standards as detailed in the 3M Computer Resource Usage, Security and Privacy Policy. <http://multimedia.mmm.com/mws/mediawebserver.dyn?6666660Zjcf6lVs6EVs66S7cECOrrrrQ->
    - The non-expiring password must be changed at least once a year, or when a qualifying event has occurred that could compromise the security. (i.e. an employee moves to a new department but still has access to the workstations, an employee is terminated, etc.)
    - IT Security and Integrity will be performing yearly audits on these accounts. Notification will be sent to the administrators requesting their review and updates.

If you have any additional questions regarding this USAC NPSA Account please review the USAC account standards - *http://intranet.mmm.com/eia/html/itsi2711.htm* IT Security reserves the right to deny any Non-Person Specific ID request if it does not meet the Processing Account Policy and or is considered a security risk. IT Security also reserves the right to revoke the use of the ID if inappropriate use is detected.

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