

Adding New State Users to NABCS:

1. The NABCS division oversight agency user who is in a Division Administrator role needs to contact the HSS help desk and request that the new state employee be added to the right AD group.
2. You need to identify what the appropriate role is for the new employee. The only difference between the Administrator roles and the Staff roles are that the Administrator roles give the individual the access to modify other same division user roles and access. Do not give individuals administrator roles if they will not be permitted to disable other user accounts, etc. The options are:
 - a. BCPOCSAdministrator (*ONLY FOR OCS USERS*)
 - b. BCPOCSStaff (*ONLY FOR OCS USERS*)
 - c. BCPDivisionAdministrator (*for all other divisions*)
 - d. BCPDivisionStaff (*for all other divisions*)
3. Contact the help desk at: hss.itshelp@alaska.gov with a Subject title of “BCP AD Group Addition”.
4. The subject of the email should reflect the specific information for that person. Please ensure you enter the correct AD group language in the body of your email.

EXAMPLE: “Please add First Name Last Name (ldap/user name) to BCP AD Group BCPOCSStaff.” (use this if you are OCS)

EXAMPLE: “Please add First Name Last Name (ldap/username) to BCP AD Group BCPDivisionStaff.” (use this if you are any other Division than OCS)

An example of the specific email would be (if you are using the OCS example from above. Change as needed for other divisions):

The screenshot shows an email composition window. On the left is a 'Send' button. The 'To...' field is populated with 'HelpDesk (HSS sponsored);'. The 'Cc...' and 'Bcc...' fields are empty. The 'Subject:' field contains 'BCP AD Group Addition'. The email body text is: 'Please add Scooby Doo Dog (sddog) to BCP AD Group BCPOCSStaff. Thanks, Karen Darby, OCS CCLSIII, 555.1212'.

5. When you receive information that the IT helpdesk ticket is completed, ask the new employee to go to: <http://nabcs.dhss.ak.local>
6. The new employee should receive a message that states they are not authenticated in the system yet. The new employee should tell the Division Admin they have tried to access the site.
7. The division Admin should then send the new employees ldap, First Name, Last Name, email address and phone number to the BCP at BCUnit@alaska.gov and request authentication of the users account.
8. The BCP will authenticate the user’s account and the user should receive an automated email stating their account is ready for use.