

## Session 1: Module 3 - Application Security

### SCRIPT

Description	Text
<b>Introduction</b>	Hello, welcome to Session 1: Module 3 of the MOWINS e-Learning Required Training provided by the Missouri Department of Health and Senior Services, WIC and Nutrition Services Program.
<b>Start</b>	<No script>
<b>Application Security - Level 1</b>	MOWINS has three primary levels of application security. The first level is created by the application having to be installed on the workstations; you cannot use just any computer to access MOWINS.
	Also all of the participant data is stored on the centralized database accessed via the Internet and not on your workstation or any other computers at your local agency.
	A last measure of security at this level is that each workstation is required by state policy to have encryption an software. The state encryption software is SafeBoot.
<b>AppSecurity_2</b>	It is possible that your agency is using a different type of encryption software. So, we can only inform you about how the state-provided software works.
	It will limit your workstation login attempts to 5.
	If you fail to login after 5 attempts, The software will invalidate your password.
	In order to log in, you will have to call the ITSD Help Desk for assistance.
<b>Application Security - Level 2</b>	The second level of application security is based on the authentication of your usernames and passwords when you log into both your workstation and the MOWINS application.
	Your workstation and MOWINS have separate usernames and passwords. The username may be the same depending on the standard used by your local agency.
	As indicated in the last module, your passwords and users IDs used to log into your workstation are maintained by ITSD staff.
<b>WorkstationPWs</b>	For your workstation passwords, you should follow your local agency guidelines for changing them. To change your workstation password you will need to contact the ITSD Help Desk.
	We will discuss MOWINS usernames and passwords in the next module.

<b>WorkstationPWs1</b>	Along with the workstation password is the Password Protected Screensaver.
	This is a required step for maintaining security on the desktop computer.
	Please take about 15 minutes to view the video <b><i>How to Set a Password Protected Screensaver</i></b> .
	Press the continue button once you have finished.
<b>AppSecurity_3</b>	The third level of application security is authorization or the assignment of roles and access to each user.
	All users are assigned a role by their local agency which provides access to specific system functionality. There are six roles for MOWINS.
	The first role is Agency View. This role is for anyone that just needs to view records in a clinic. No records can be manipulated.
	The second role is that of the Agency Clerk/HPA. This role is for anyone that is a clerk and/or an HPA. This role allows manipulation of the demographics and the health information that an HPA is allowed to do. Both roles in the MOWINS system access the same screens.
	The third role is the Agency WIC Certifier. This role is for anyone that is a WIC Certifier at the agency. This access includes the access that the Clerk/HPA role has, plus additional access for food prescriptions and nutrition education.
	The fourth role is the Agency WIC Coordinator. This role is for anyone that is a WIC coordinator at the agency. This access will allow the calendar build and additional administrative reporting through MOWINS. This access DOES NOT include any clinic level roles (such as Clerk/HPA, WIC Certifier, CPA/Nutritionist/Nutrition Coordinator). If a user is a WIC Coordinator and a WIC Certifier both roles must be requested on the ASAP form.
The fifth role is the Agency BF Coordinator/Peer Counselor. This role is for anyone that is a BF Coordinator or Peer Counselor ONLY. Both roles in the MOWINS system access the same screens. As with the WIC Coordinator, this role DOES NOT include any clinic level roles (clerk/HPA, WIC Certifier, CPA/Nutritionist/Nutrition Coordinator). If a user is a BF Coordinator or a Peer counselor AND a WIC Coordinator or Clerk/HPA, all roles must be requested on the ASAP.	

	<p>The last role is the Agency CPA/Nutritionist/Nutrition Coordinator role. This role is for anyone that is a CPA, a nutritionist, and/or a nutrition coordinator. All three roles in the MOWINS system access the same screens. This role includes the access for all other roles listed above in MOWINS plus additional access for Nutrition reporting.</p>
<b>AppSecurity_4</b>	<p>Another aspect of authorization is assigning agency and clinic access.</p>
	<p>You are only allowed to work at your own local agency or agencies. You are then assigned access to clinics within your agency.</p>
	<p>Coordinators can choose to limit access to only those specific clinics that you may work at.</p>
<b>UserMaint_1</b>	<p>The maintenance of user IDs, roles and access is an administrative function of the State Office and WIC Help Desk.</p>
	<p>Local agency coordinators, or the staff person they delegate, are responsible for providing notification of any staffing changes as soon as they are known via the ASAP form located on the MDHSS Automated Security Access Processing page, which can be accessed by clicking on the link below.</p>
<b>UserMaint_2</b>	<p>The ASAP form is the mechanism used to inform the WIC Help Desk of any new staff who will need access to MOWINS and when that access should start.</p>
	<p>Current user's information can also be updated, if for instance, a user's name changes or their role or access needs to be modified.</p>
	<p>This form is also how a staff person is deactivated if they are permanently leaving the WIC program or going on temporary leave.</p>
	<p>You are required by policy to remove staff access if they are not actively working for WIC. Their deactivation date is submitted via the form. However, if it is an emergency, and a user's access must be removed immediately, the Missouri WIC Help Desk should be called instead (reference WOM, ER# 3.01400).</p>
	<p>Lastly, a Crystal Report can be viewed/accessed that lists an agency's current MOWINS user IDs.</p>
<b>Usernames</b>	<p>All users have a unique and standardized username or user ID to access MOWINS, which remember, is separate from the username used to access your workstation.</p>

<b>Passwords_1</b>	Your password is good for 90 days.
	10 days before your password's expiration date, the system will start prompting you with a message indicating how many days you have left before your password expires.
	If you don't change it before it expires, you will have to call the WIC Help Desk to have your password reset.
<b>Passwords_2</b>	Another security measure is that MOWINS will only allow 5 login attempts before locking your user ID. Again, if this occurs you will need to contact the WIC Help Desk.
<b>ChangingPWs1</b>	The WIC Help Desk will assist you if your password expires or is forgotten by resetting it to a default in the database.
	You cannot use this default password without the Help Desk first setting it to this value nor can you use this password to access MOWINS.
	The system will prompt you with a message that reads: "You have just logged in with the system default password. You must change your password now to continue" and automatically open the Change Password screen.
<b>ChangingPWs2</b>	There are three ways to change your password in MOWINS.
	The first is if the system prompts you that your password is going to expire in a certain number of days. When you click Yes at the prompt the next window that opens is the Set Password window.
	The second is if you login after calling the Help Desk with the default password. Once you login with the default, the system automatically opens the Set Password window.
	Finally, you can change your password after logging into MOWINS using the System Tools menu. Let's give it a try.
<b>&lt;changepw&gt;</b>	In the MOWINS clinic application, use your mouse to click on the File menu.
<b>&lt;changepw1&gt;</b>	Now select System Tools.
<b>&lt;changepw2&gt;</b>	Select Change Password.
<b>&lt;type&gt;</b>	Please type the word "password" and click into the "New Password" field.
<b>&lt;newpw&gt;</b>	Now please type: "mowins", then click into the "Confirm New Password" field.
<b>&lt;confirm&gt;</b>	Please type: "mowins" a second time for confirmation.
<b>&lt;click OK&gt;</b>	Now, click OK to save our changes.
<b>&lt;end&gt;</b>	The next time we log into MOWINS we will have to use our new password to login.

Standards	There are standards that must be met when you create your password. It must be a minimum of 6 characters and no longer than 15 characters.
	Passwords are always case-sensitive so remember to use both upper and lower case letters.
	You can also use numbers, letters and special characters in your password. However, spaces and tabs cannot be part of the password.
Purpose	The purpose of a password is to protect you from other people accessing the MOWINS application and certifying or issuing benefits using your name. It protects you from someone using your name to do things. It should be something that is not easily guessed.
	It should also be something that you keep private and protect.
	This means you should not write your password down and stick it on your computer, under your keyboard or in your drawer. Since usernames are standardized, if someone knows your name and finds your password, they can log in as you and can perform functions in the system completely anonymously.
	For more information and guidance about passwords, please refer to WOM ER# 3.01400.
<IMPORTANT>	<No script>
Log In1	Before you log into MOWINS you must ensure that no other programs are open such as Outlook or Word. Open programs can interrupt or cause problems with the update processes that occur during MOWINS's startup resulting in the potential for some files not to download correctly from the centralized server.
LoginWarning	If you have other programs open the first time you open MOWINS each day, you may have problems with application functionality and you will probably see errors that should not be occurring.
	So, before you open MOWINS for the first time each day, and log into the application, you must ensure that all other programs have been closed.
	Once MOWINS is open and reset for the day you can go ahead and re-open any other programs you need to complete your daily work.
Log In2	The login window prompt appears the first time you open MOWINS each day. You can open MOWINS by double-clicking the icon on your workstation's desktop or by using the Start Menu and going to Start...Programs...WIC Applications.
<openMOWINS>	Let's have you give it a try. <b>Make sure no other programs are open!</b>

	Double-click the Clinic icon on the desktop with your mouse.
<startsession>	<mouse>
<username>	Click in the User Name field.
<username1>	In the User Name space, please type the user name "SmithM" and click in the Password field. Your username will be provided to you just prior to when you will start using MOWINS and we will review username and password information in a future module.
<password1>	...and quickly type the word: password.
<okay-cancel>	The password will be hidden from view by asterisks.
	Clicking the Cancel button will stop the MOWINS startup process.
	Go ahead and press the Enter key on your keyboard or click the OK button to complete the login.
<login>	<no script>
<loginupdates>	MOWINS does a quick check for updates and brings them down from the centralized server to your workstation.
	This is the process that can be detrimentally affected if you have other programs open when you first open MOWINS.
<loginstarted>	Once the application updates are complete, the application is started.
<location>	The agency you have been assigned access to defaults into the Agency drop-down list.
	For most of you, this list will contain only one agency.
	The Clinic drop-down lists all clinics that you have been assigned access to.
	The last clinic you selected from this list will default.
	If you are at a different clinic from the one displayed, you will need to select your Clinic from the drop-down list.
	Go ahead and click the Clinic drop-down arrow to open the list of available clinics we can work at.
<location1>	We are going to work at the Grandview Family Medical Clinic today. Click on this clinic to select it.
<location2>	To save our clinic selection, press the Enter key or click the OK button.
<location3>	After a successful log in, the MOWINS application opens to the Participant Search/List screen for the clinic you just selected when logging in.

<b>Change Clinics</b>	You can switch to a different clinic within your agency that you have access to without exiting MOWINS.
	When using MOWINS, you open participant folders to view information and provide services to WIC participants. These folders must be closed before switching to another clinic.
	If any folders are open the system will prompt you with a message that reads "You must close all participant folders before you can change the clinic of operation".
<b>&lt;chgclinic&gt;</b>	In MOWINS, the local or default view is based on CLINIC not agency.
	The current clinic you are working in displays on the title bar of this Participant/Search screen.
	Some agency staff work in multiple clinics each day.
	You can change the clinic you are working in to work with participants assigned to different clinics within your agency while in the MOWINS application.
	We are going to switch from working in the Grandview Family Medical Center, which we selected when logging in, to the Blue Springs WIC without closing the clinic application.
	Click the File menu in the top left corner.
<b>&lt;select&gt;</b>	Select System Tools from the menu.
<b>&lt;select1&gt;</b>	Click on <b>Select Clinic</b>
<b>&lt;select2&gt;</b>	Select the Clinic drop-down arrow.
<b>&lt;select3&gt;</b>	Select Blue Springs WIC from the list.
<b>&lt;select4&gt;</b>	<no script>
<b>&lt;select5&gt;</b>	Click the OK button to save the clinic selection and exit the Change Clinic of Operation window.
<b>&lt;select6&gt;</b>	Notice the clinic on the title bar still reads: Grandview Family Medical Center.
	We need to refresh the screen. To do this, click the Clear button...
<b>&lt;select7&gt;</b>	...and the title bar refreshes to reflect the clinic we are currently working in: Blue Springs WIC
	It should be noted that this setting is not maintained once the clinic application is closed.
	Click the Exit icon and we'll see what this means.
<b>&lt;openagain&gt;</b>	MOWINS has been already been opened and is still running. This time, we can re-open MOWINS without closing any other open programs.
	Double-click the Clinic icon on the desktop to re-open the MOWINS application.

<b>&lt;again&gt;</b>	We will discuss the WIC Session Manager in an upcoming module. But this indicates that MOWINS is still running even though we closed the clinic application.
<b>&lt;again1&gt;</b>	The Location window re-opens.
	Notice that the Clinic drop-down displays the Grandview Family Medical Clinic since this is the clinic we selected in this window the last time we opened MOWINS. It is not the Blue Springs WIC clinic, which we selected while in the clinic application.
	The default clinic is not affected by changing the clinic in the MOWINS application itself.
	Click the OK button to continue.
<b>&lt;again2&gt;</b>	The original Grandview Family Medical Clinic opens by default if we don't make any changes to the Location window when re-opening MOWINS.
<b>Questions</b>	Do you have any questions about what we just reviewed? If so, please submit them via the MOWINS e-mail address listed below. Please include the name of the presentation or the Session and Module number in the subject line. You may also call the toll free number at 800.554.2544.
<b>Thank you</b>	This concludes the Application Security portion of MOWINS e-Learning training. Thank you for attending.