# Auto Security

Activating Automated Employee Security for CU*BASE Users

INTRODUCTION

The CU*BASE Auto Security feature is designed to save time and keystrokes for credit union staff, especially those who are in and out of many different CU*BASE menu options during the day.

In a nutshell, when Auto Security is activated, the Employee ID and password are entered automatically whenever a menu option is selected. Access to menu options is still controlled by the security settings attached to that ID; the user simply doesn't have to type it over and over again.
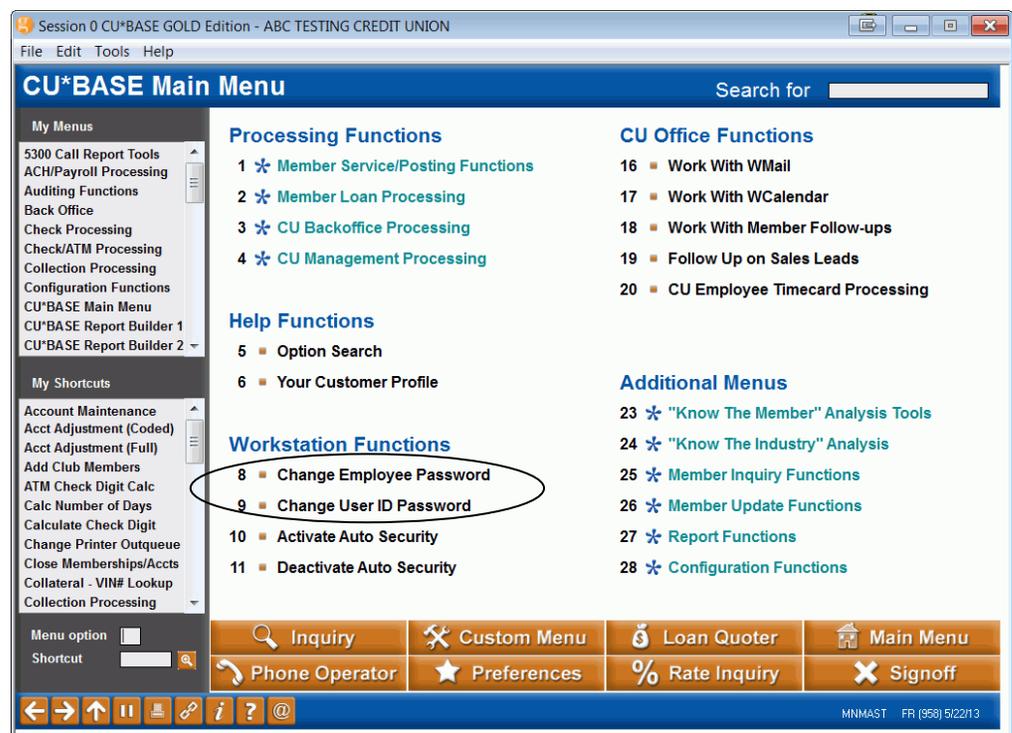
CONSIDERATIONS

- The feature is optional, meaning that you can choose which employees, if any, have access to the Auto Security commands. This is controlled by granting or denying access to *Activate Auto Security* and *Deactivate Auto Security* on the main CU*BASE Main menu (MNMAST). Employees that move away from their workstations frequently during the day should probably not use Auto Security, whereas a back office employee who sits at the same workstation all day long might be a good candidate.

- A user is responsible for activating Auto Security after logging in to CU*BASE, and deactivating it (or logging out) when he or she leaves the workstation unattended. Remember that while Auto Security is enabled for a certain Employee ID, that ID will be used to determine access to all menu options. If another employee steps up to that terminal, he or she would be granted access to all of the menu items allowed for that Employee ID. **Therefore it is critical that the users for whom Auto Security is available understand the need to monitor the workstation and deactivate Auto Security and/or log out completely when another employee wishes to use CU*BASE on that computer.**

- Auto Security is automatically deactivated when logging out of CU*BASE. It must be activated manually every time it is needed.

- Auto Security does not grant access; it simply types the same Employee ID and password into the security window every time a menu command is selected. All employee security settings will still be enforced. **In other words, provided employees don't use each other's workstations, Auto Security won't let an employee get into anything they couldn't get into before!**

- Auto Security is used ONLY when accessing menu commands. Features within other CU*BASE applications that require security verification (such as for the G/L un-post command, Teller posting, Name & Address maintenance in Inquiry/Phone, etc.) will still require an Employee ID and password to be entered as before.

ACTIVATING AUTO SECURITY

1. Choose **Activate Auto Security** from the CU*BASE Main menu (MNMAST).

2. When the Employee Security window appears, enter your employee ID and password as usual. When you press Enter, the following message will appear:
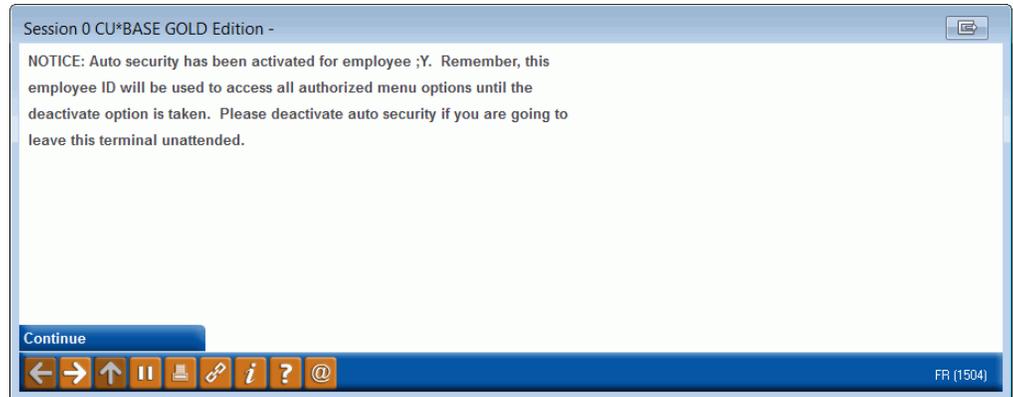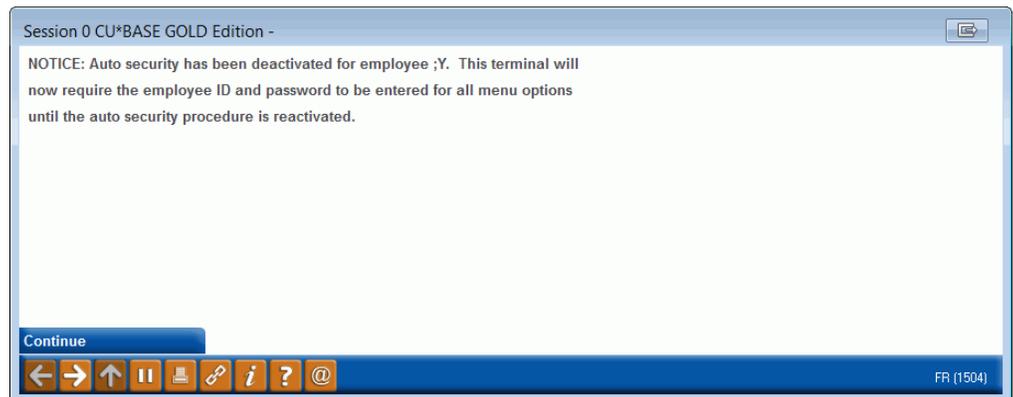

3. Select *Continue* or press Enter.

From this point on, whenever you choose a CU*BASE menu option, the system will automatically "enter" that same employee ID and password for you to determine whether or not you have access to the commands. You will not see the Employee Security window again except when performing certain special commands from within other CU*BASE screens (like the Name/Address function in Inquiry or the Unpost Batch command in G/L posting, etc.).

DEACTIVATING AUTO SECURITY

1. Choose **Deactivate Auto Security** from the CU*BASE Main menu (MNMAST).

2. When you press Enter the following message will appear:

4. Select *Continue* or press Enter.

From now on you will need to enter your Employee ID and password manually every time a menu option is selected.

MAKING AUTO SECURITY YOUR DEFAULT

You don't have to remember to activate Auto Security every time you log in to CU*BASE. Use your workstation Favorites to request an Auto Security prompt automatically every time you log in. Click the *Preferences* button.

Check this checkbox and CU*BASE will prompt you to activate auto security every time you log on!