Oklahoma Wireless Information Network

Standard

|  |  |  |
| --- | --- | --- |
| Section | **Subscriber** | **Status**: DRAFT |
| OKWIN Standard | **5.1.3** |
| Title | **ID Request** |
| Date Established |  | **Approval**: Pending |
| Replaces Document Dated |  |
| Date Revised |  |

# 1. Purpose or Objective

To establish a procedure for how a subscriber requests IDs for radios and how OKWIN processes the request.

# 2. Technical Background

## Capabilities

Radio IDs are required for any authorized subscriber unit to operate on OKWIN.

## Constraints

*The Radio ID Request form must be approved prior to any radios being purchased. OKWIN will not be held accountable for any radios purchased without prior approval of an approved ID Request Form.*

The Radio ID Request form must be signed with an electronic signature and kept in the PDF format. All forms that do not meet this requirement will be disapproved and returned to the requestor.

Radio IDs cannot be duplicated in the system. IDs must be formally requested for all authorized subscriber units needing access to OKWIN.

# 3. Definitions

* Authorized subscriber unit – Any radio that has been approved for use on OKWIN that is listed on the OKWIN Web site under Subscriber/Subscriber Units (http://www.ok.gov/okwin/Subscriber/Subscriber\_Units/index.html).
* Assigned to – The name of the entity who will be using the radio.
* Emergency Alarm – The emergency alarm button on the radio will either be enabled or disabled.
* Dispatch Entity – If enabled, the name of the main dispatch entity that will be receiving the emergency alarms.
* Make – The manufacture as listed on the OKWIN web site under Subscriber/Subscriber units. (http://www.ok.gov/okwin/Subscriber/Subscriber\_Units/index.html)
* Model – the model name as listed on the OKWIN web site under Subscriber/Subscriber units. (http://www.ok.gov/okwin/Subscriber/Subscriber\_Units/index.html)
* Serial Number – The full serial number for each radio needing an ID.
* Sponsor – An approved sponsor on OKWIN. If a sponsor is unknown, leave blank and the OKWIN NOC will determine it.
* Current approved sponsors:
  + Oklahoma Department of Public Safety
  + City of Tulsa
  + City of Shawnee
  + City of Owasso
  + City of Norman
  + City of Edmond

# 4. Recommended Protocol

Any Entity (current/new) who wants an authorized subscriber unit to have access to OKWIN must fill out an ID request form. This form must be filled out, approved by a sponsor, and submitted back to the requestor prior to any radios being purchased.

# 5.  Recommended Procedure

Requestor Process:

* Go to <http://www.ok.gov/okwin/Subscriber/Forms/index.html> web page and click on the link ID Request Form.
* Download the ID request form PDF and fill in the form (See section 3. Definitions).
* Once the form has been completed and electronically signed, click the email button on the top of the document to email it back to the OKWIN NOC ([okwin@dps.state.ok.us](mailto:okwin@dps.state.ok.us)) to process.
* Requestor will receive an email with the approved or disapproved ID request form for their records. If the request is approved, the requestor can order their radios. Requestor will also receive the ID request form – Attachment with an assigned tracking number.
* Requestor will fill out the ID request form – Attachment and email it back to the OKWIN NOC.

OKWIN NOC Process:

* OKWIN NOC will receive the ID request form and email it to the sponsor listed on the form for their approval.
* If the ID request form is approved by the sponsor, it will be assigned a tracking number and OKWIN NOC will email the requestor the approved ID Request Form for their records along with the ID request form – Attachment to be filled out.
* OKWIN NOC will receive the ID request form – Attachment and create the IDs and Aliases in OKWIN. Once complete, OKWIN NOC will email the ID request form – Attachment back to the requestor.

# 6. Management

Network managers and administrators are responsible for the management of this standard.