

CHECKLIST FOR ACCESS TO RITS

RESERVE BANK INFORMATION & TRANSFER SYSTEM (RITS)



RESERVE BANK
OF AUSTRALIA

CHECKLIST FOR ACCESS TO RITS

This list summarises the steps that are required to establish Production access to RITS. For each step, appropriate reference material is available as indicated.

The guides, checklists and forms that are referred to below are available from the RITS Information Facility www.rba.gov.au/rits/info/.

Documents may also be obtained on request from the RITS Help Desk.

Number	Step	Reference material / Forms for completion
Initial connectivity testing		
1	Obtain a test token/certificate from the RITS Help Desk.	Guide to Connectivity Testing
2	Install RITS software onto a single user PC.	<i>Guide to Connectivity Testing</i>
3	Establish browser settings and amend network and security settings.	Technical Information Paper
4	Establish connectivity via the Austraclear network (ANNI) and the internet (as appropriate).	<i>Guide to Connectivity Testing</i> <i>Technical Information Paper</i>
5	Access the RITS test card to check software configuration on user's PC.	<i>Guide to Connectivity Testing</i>
Attendance at training		
6	All staff (including Password Administrators) should attend training on the use of RITS.	<i>Training will be arranged as required</i>
Obtain digital certificate for each RITS user		
7	Obtain a RITS token and digital certificate for each user.	RITS Access and Security Guide User Access Request Form or User Access Request Form for Multiple Users
Roll-out to all PCs		
8	Roll-out RITS software and browser settings to all PCs.	<i>Technical Information Paper</i> <i>Guide to Connectivity Testing</i>

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Number	Step	Reference material / Forms for completion
Set-up activities in Pre-Production (Password/Certificate Administrator)		
9	Complete Mandatory set-up activities in Pre-Production: <ul style="list-style-type: none"> ❖ request the RITS Help Desk to set authorisations on functions by sending the <i>RITS Changes to an Existing User Form</i> ❖ provide users with roles, links to branches and authorisation privileges 	<i>Overview of Functionality (Chapters 16 and 17)</i> <i>Member Administration User Guide</i> <i>RITS Changes to an Existing User Form</i>
10	Password/Certificate Administrators make users 'active' in Pre-Production.	<i>RITS Access and Security Guide</i> <i>Member Administration User Guide</i>
11	All users are required to practise their daily activities in RITS.	<i>Checklist for Activities in the Pre-Production Environment</i>
Confirm readiness to access RITS		
12	The Member confirms readiness for use of RITS Production	
Set-up activities in Production (Password/Certificate Administrator)		
13	Mandatory activities in Production: <ul style="list-style-type: none"> ❖ request the RITS Help Desk to set authorisations on functions by sending the <i>Member Authorisation Request Form</i> ❖ provide users with roles, links to branches and authorisation privileges The set up in Pre-Production should provide a model for this activity.	<i>Overview of Functionality (Chapters 16 and 17)</i> <i>Member Administration User Guide</i>
Commence using RITS Production		
14	The Member starts using RITS live on a date mutually agreed with the RBA.	

RBA CONTACTS

RITS Help Desk

The RITS Help Desk provides operational assistance to RITS Members and is staffed 24 hours a day, on every day of the year.

Telephone: 1800 659 360 or, from outside Australia, +61 2 9551 8930 (calls to and from these numbers are recorded).

Fax: +61 2 9551 8063

Email: rits@rba.gov.au