



Louisiana CAREWare Access Network (LaCAN)

CAREWare Computer Form

Computers accessing CAREWare must:

- Be located in an agency office setting
- Be in a secure area/office and/or behind a door with a locking mechanism
- Be password protected at the Windows login level and have a password protected screensaver program installed and activated
- Have the monitor facing away from open doorways, hallways, or other areas so onscreen data/information cannot be accidentally seen by non-agency or non-pertinent personnel
- Have current, SHP-approved anti-virus software and Windows updates.(See LaCAN approved Antivirus software list below)
- Remain docked and in the office at all times
- Have the minimum Hardware Requirements:
 - Broadband connection
 - Color screen
 - Windows 7 operating system or higher

The provider must verify annually that the laptop designated for CAREWare use still meets the requirements in the submitted on this form.

Agency Name	
Agency Address	
User's Name	
User's Phone	
User's Email Address	
User's Job Title	

Computer Information

This section applies to the computer that you will be installing CAREWare on. Please see the LACAN CAREWare Manual for more information regarding LaCAN's Computer security policies.

What Antivirus Software is installed on your computer?	
LaCAN Approved Antivirus software:	<ul style="list-style-type: none"> • Bitdefender Antivirus Plus 2015 • Norton Security • McAfee Antivirus Plus • Trend Micro Titanium Antivirus + • Avira Antivirus Pro • Sophos • BullGuard Antivirus • eScan Anti-Virus • Panda Antivirus Pro • Avast! Pro Antivirus
Will you be using a laptop? (if you responded "No", no further information required)	<p align="center">Yes No</p>
<i>If you are using a laptop please verify by signature that this laptop remains docked and does not leave the office.</i>	

Name (Print): _____ **Signature:** _____ **Date:** _____

Supervisor Name (Print): _____ **Supervisor Signature:** _____ **Date:** _____

Agency Supervisor: EMAIL THIS DOCUMENT AND THE SIGNED USER AGREEMENT TO YOUR DESIGNATED LACAN PARTNER

For LaCAN Partner Use Only			
Date Received by LaCAN Partner	_____	Date Received by SHP	_____
LaCAN Partner Initials	_____	Date Account Established by SHP	_____
Approved by LaCAN Partner	YES NO	User Name	_____
Allow User access to shared folder	YES NO		
Allow user to save CW data to Computer	YES NO		

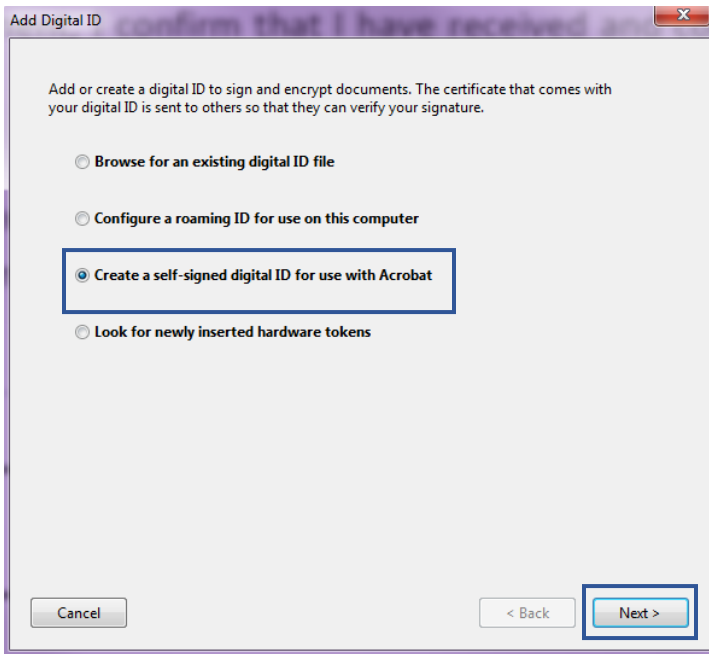
Creating a Digital Signature in Adobe

- 1.) Click on the “Sign Here” Tab

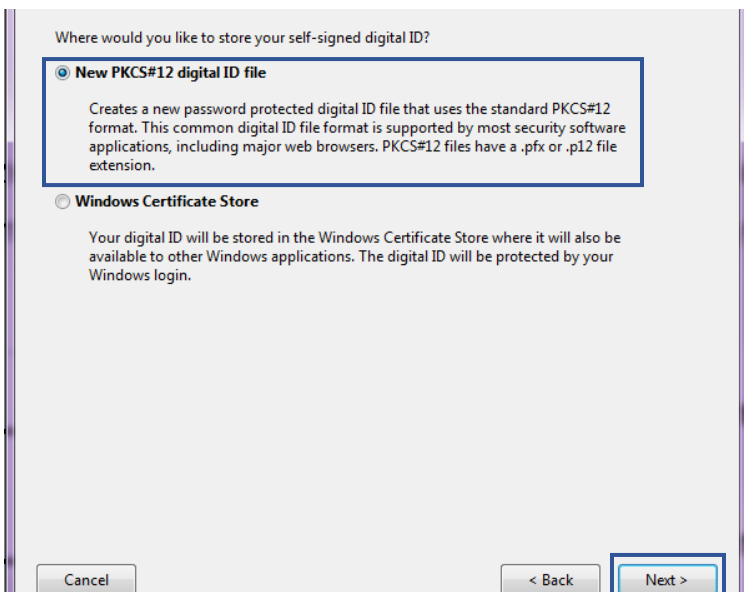
Employee Signature:



- 2.) Click “Create a self-signed digital ID for use with Acrobat” then click Next



- 3.) Click “New PKCS#12 digital ID File” then click Next



4.) Enter your name and email address and click Next

Add Digital ID confirm that I have received...

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith):

Organizational Unit:

Organization Name:

Email Address:

Country/Region:

Enable Unicode Support

Key Algorithm:

Use digital ID for:

5.) Find a location to save the signature and create a password

Add Digital ID confirm that I have received...

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name:

Password:

Confirm Password:

6.) Enter your password and click Sign

Sign Document

Digital ID: User Name <user.name@agency.com>

Digital Identification
Sign transaction, Encrypt document

User Name <user.name@agency.com>
2022/06/07 08:53:29 -05'00'
User Name

Password:

Appearance: Standard Text

User Name

Digitally signed by User Name
DN: cn=User Name, o, ou,
email=user.name@agency.
com, c=US
Date: 2017.06.07 08:53:41
-05'00'

Refresh IDs Sign Cancel