POINTSHARP

RA Central Officer role description

Pointsharp Secure Cloud Net iD

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1 General

Description of the tasks that the RA Central Officer performs and his responsibilities in the administration of subscribers and e-identities in the RA organization.

2 Qualifications

The RA Central Officer must have adequate knowledge and be suitable to maintain the organization's commitment, over time.

The RA Central Officer must have sufficient training, time, and resources set aside to carry out his assignment.

3 Responsibilities and Duties

The RA Central Officer has a large part in the administration of subscribers, e-identities, and key bearers within the organization, such as adding subscribers in The Service Portal, assigning privileges for RA officers, or ordering personalized cards.

An important task for the RA Central Officer is to create RA subscribers and assign privileges to the RA Officer roles. When adding a subscriber, the RA Central Officer is responsible for verifying that an order to add the subscriber has been made and that the subscriber exists in the organization's trusted directory.

The RA Central Officer is mainly involved in the following subscriber and privilege processes:

- Manage subscribers
- Assign privileges to RA officers
- Upload photo of subscribers
- Revoke e-identities and key bearers
- Error-handling in portal processes

For details, please refer to *Pointsharp Secure Cloud Net iD Officer's guide.*

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