FMIS FOCUS AD HOC ACCESS REQUEST/MODIFICATION/TERMINATION FORM

Clear Form | Print Form

FMIS FORM #SECAD8 04/2009

USER INFORMATION ADC LOGONID _____ Email Address _____ Effective Date _____

Employee Name _____ Employee Title _____ Phone _____

Agency Name _____ Agency Code _____ Employee Termination/Transfer Date _____

For Security Officers and Functional Coordinators Only: THIS ACCESS DOES NOT CARRY FOWARD IN A COPY ID **View Global Security** ☐ YES ☐ NO View FOCUS Ad Hoc Security ☐ YES ☐ NO

REPORTING ACCESS: (check ONE box only)) ☐ **TRAINED IN FOCUS ADHOC** ☐ **NOT TRAINED IN FOCUS AD HOC**

R*STARS FOCUS AD HOC				**ADPICS FOCUS AD HOC**				**TESS FOCUS AD HOC**			
Access Action:	☐ ADD	☐ MODIFY	☐ DELETE	Access Action:	☐ ADD	☐ MODIFY	☐ DELETE	Access Action:	☐ ADD	☐ MODIFY	☐ DELETE
View Security	☐ **YES**	☐ **NO**		**View Security**	☐ **YES**	☐ **NO**		**View Security**	☐ **YES**	☐ **NO**	
CICS Printer ID:				**CICS Printer ID:**				**CICS Printer ID:**			

AGENCY RANGE				**LIST DEPARTMENTS INDIVIDUALLY**		**AGENCY NUMBER**	
From		**Thru**		**DEPARTMENT**		**AGENCY**	
From		**Thru**		**DEPARTMENT**		**AGENCY**	
From		**Thru**		**DEPARTMENT**		**AGENCY**	
From		**Thru**		**DEPARTMENT**		**AGENCY**	
From		**Thru**		**DEPARTMENT**		**AGENCY**	
Customized Profile				Customized Profile		Customized Profile	

APPROVALS: **Employee Signature**_____ Date_____

Agency Designee (optional): Approved___ Denied*___ Signature_____ Date_____ Phone _____

Agy FMIS Funcl Coord: OR Approved___ Denied*___ Signature_____ Date_____ Phone _____

Agy TESS Func Coord: Approved___ Denied*___ Signature_____ Date_____ Phone _____

Agency FMIS Security Officer: Approved___ Denied*___ Signature_____ Date_____ Phone _____

DoIT FMIS Security Officer: Approved___ Denied*___ Signature_____ Date_____ Phone_____

FMIS Control Clerk: Date Completed _____ Initials _____ *Reason for Denial _____

The following procedures should be used to add a new user, modify an existing security profile, or delete a security profile or profiles for FOCUS Ad Hoc Reporting.

USER INFORMATION SECTION:

ADC Logon ID: Enter logon ID of the user requiring FMIS FOCUS Ad Hoc (Focus) Reporting system access. If the user logon ID has not been established, leave blank (In such cases the Agency ACF2 Security Officer must establish the logon ID and enter the newly established logon ID on the form.)
Employee Email address: Enter the employee email address.
Effective Date: Enter the date that the request is to be effective.
Employee Name: Enter the full name of the user.
Employee Title: Enter the title of the user.
Phone: Enter users telephone number, including area code and any extension.
Agency Name: Enter the home agency name of the user.
Agency Code: Enter the Agency Profile Code associated with the user's financial Agency.
Employee Termination / Transfer Date: If the request is a result of a termination or transfer, enter the date.
For Security Officers and Functional Coordinators Only: THIS ACCESS DOES NOT CARRY FORWARD IN A COPY ID
If view access to the Global Security Table is needed, check Yes, if not, check No.
If view access to the FOCUS Ad Hoc Security Table is needed, check Yes, if not, check No.
Reporting Access: If the FOCUS Ad Hoc Training has been completed place an 'X' in "Trained in FOCUS Ad Hoc". If the FOCUS Ad Hoc Training has not been completed, place an 'X' in "Not trained in FOCUS Ad Hoc". If a user needs access to standard reports in FOCUS Ad Hoc, select "Not trained in FOCUS Ad Hoc".

R*STARS FOCUS AD HOC SECTION:

Access Action: Check ADD if requesting new access to RSTARS FOCUS Ad Hoc data.
Check MODIFY to replace existing access privileges to RSTARS FOCUS Ad Hoc data with those documented on this form.
Check Delete if deleting access privileges to RSTARS FOCUS Ad Hoc data.
View RSTARS Security: Select YES if requesting access to report against the Rstars security data (96A/B). Access should be limited to Security Officers and Functional Coordinators Only.
CICS Printer ID: Enter the CICS defined printer. This is the 4-digit alpha numeric code. Not Remote ID#.
Agency Ranges: Enter range of 3 character Batch Agencies for the agency the user is requesting to access in the RSTARS FOCUS Ad Hoc data.; or enter single batch agency in the from selection if agency ranges are not required. Wildcard characters are permitted when selecting the agency for FOCUS Ad Hoc reporting against RSTARS FOCUS Ad Hoc data.

ADPICS FOCUS AD HOC SECTION:

Access Action: Check ADD if requesting access to ADPICS FOCUS Ad Hoc data.
Check MODIFY to replace existing access privileges to ADPICS FOCUS Ad Hoc data with those documented on this form.
Check Delete if deleting access privileges to ADPICS FOCUS Ad Hoc data.
View ADPICS Security: Select YES if requesting access to report against the Adpics security data (7600/7650/7700). Select NO if reporting access to the Adpics security data is not required. Access should be limited to Security Officers and Functional Coordinators Only.
CICS Printer ID: Enter the CICS defined printer. This is the 4-digit alpha numeric code. Not Remote ID#.
Departments: Enter 8 character department Ids for the agency the user is requesting to access in the ADPICS FOCUS Ad Hoc data. Wildcard characters are permitted when selecting the departments for FOCUS Ad Hoc reporting against ADPICS FOCUS Ad Hoc data.

TESS FOCUS AD HOC SECTION:

Access Action: Check ADD if requesting access to TESS FOCUS Ad Hoc data.
Check MODIFY to replace existing access privileges to TESS FOCUS Ad Hoc data with those documented on this form.
Check Delete if deleting access privileges to TESS FOCUS Ad Hoc data.
View TESS Security: Select YES if requesting access to report against the Tess security data (TESECS1). Access should be limited to Security Officers and Functional Coordinators Only.
CICS Printer ID: Enter the CICS defined printer. This is the 4-digit alpha numeric code. Not Remote ID#.
Agency: Enter 6 character agency Ids for the agency the user is requesting to access in the TESS data. Wildcard characters are permitted when selecting the agency for FOCUS Ad Hoc reporting against TESS.
CUSTOMIZED PROFILE: Use this area to list copy ID or information needed during modification.

APPROVALS SECTION:

Employee Signature: The user signs and dates the request form. The signature indicates acceptance of responsibility for the access granted. No signature needed for delete.
Agency Designee (Optional): If an agency has assigned designees for institutions, the designee indicates whether the request is approved or denied and signs and dates the form.
Depending upon the application being requested, FMIS Functional Coordinator should sign for R*STARS and ADPICS; the TESS Functional Coordinator should sign for TESS access.
Agency FMIS Functional Coordinator: The Functional Coordinator indicates whether the request is approved or denied and signs and dates the form.
Agency TESS Functional Coordinator: The TESS Functional Coordinator indicates whether the request is approved or denied and signs and dates the form.
Agency FMIS Security Officer: The Agency Security Officer indicates whether the request is approved or denied and signs and dates the form. The form is then scanned and email to securityservices.doit@maryland.gov
DoIT FMIS Security Officer: The FMIS Security Officer initials and dates the form when the data entry is complete, indicates whether the request is approved or denied and signs and dates the form