

Request for Access to the Standard Report Viewer

To complete this form, follow the instructions on the second page.

1.

| | | | |
|---|--------------|-----|---------------------------|
| User's Last Name: | First Name: | MI: | Charge Number (required): |
| Agency Name: | Agency Code: | | User's Telephone Number: |
| User's Location (Address, City, State, Zip Code): | | | |
| User's E-mail Address: | | | |

2.

User's logon ID (required):

3. Type of action requested. (Place an X in one box.)

Establish a new user

Cancel a user's clearance

Modify a current user's clearance

4. Enter the name and logon ID of another user who currently has the exact viewing access required. ** Preferred for new user. **

Name _____ Logon ID _____

Select as many as required and list them in the space provided below. If a user requires only a few select reports, the report names may be listed in the space provided. A full list of agency reports is available in SEMA4 Help.

SEMA4

(Signature of agency security administrator is required.)

Human Resources packet with HR
Processing Unit Code of _____

Payroll packet with Payroll Processing
Unit Code of _____

The following HR/Payroll
reports/packets

5. The employee named above requires clearance to view the reports listed in order to carry out the responsibilities of his/her job. **** If SEMA4 reports are being requested, the signature of the agency's SEMA4 Security Administrator must be included. ****

| | | |
|-----------------------|-----------------|-------|
| Authorized Signature: | Telephone: | Date: |
| Title: | E-mail Address: | |

Instructions for Form FI-00569-01
Request for Access to the Standard Report Viewer On-Line Reports

Transmission Information:

This form can be faxed, mailed or e-mailed to the MNIT @ MMB Operations team (fax number and e-mail address are listed on the front of the form). **If the form is sent by e-mail, it must be sent by the person who is authorized to sign the form. They must include their e-mail address on the form, but do not need to physically sign the document.**

1. **User Information/Charge Number:** If necessary, ask your agency's Accounting department to look it up. This is the MNIT mainframe charge number.
2. **User's Logon ID:** Before a user can be cleared to use the Standard Report Viewer mainframe system, they must have a mainframe logon ID. Logon IDs for employees of most state agencies are assigned by MNIT. If a user has transferred from another state agency where they had been assigned a logon ID, a new logon ID must be obtained that follows the assigned pattern of the employee's current agency. To obtain a logon ID, contact your agency's mainframe security officer or data security contact person.
3. **Type of Action Requested:** When a user no longer needs access to the system, their supervisor must notify the MNIT eReports group through a service desk ticket or the MNIT @ MMB Operations team to cancel the user's Standard Report Viewer clearance. If the user is transferring to another agency or leaving state service, the logon ID must also be canceled. If the user remains in the same agency and needs the logon ID for signing onto other systems, they may retain it.
4. **The Standard Report Viewer Report Packages Available for Users to Access:** Access is available to reports in SEMA4. You may select as many packet(s) as necessary. However, if a user should be restricted to only a few reports, the report names can be listed in the space provided. If the user needs the same access as another user in your agency, you may enter that user's name and logon ID, instead of indicating the report packet names.

NOTE: The Human Resources Processing Unit Code must be provided (for the HR packet); or the Payroll Processing Unit Code must be provided (for the Payroll packet). If necessary, ask your agency's Payroll or the agency's designated DDIR in HR to look it up.

5. **Signature:** If any of the SEMA4 reports/packet(s) are being requested, the signature of the agency's SEMA4 Security Administrator is required. Include the e-mail address of the above authorized signature.