**MANAGEMENT AND BUDGET**

## Designation of Agency Security Administrators for Statewide Systems

**Instructions**

Enter the agency's full name; do not abbreviate. For each security administrator, enter the requested information. The form should be signed by the agency head, deputy commissioner, administrative services director or other representative of the overall management of the agency.

Agency Name:                                              Agency Code (3 character):

The following employees are designated as agency security administrators for all statewide systems including Financial and Supply Chain Management, SEMA4 (human resources/payroll), Enterprise Learning Management and Enterprise Performance Management (the SWIFT data warehouse). These individuals are authorized to approve requests for access to statewide systems and perform security administration responsibilities delegated to the agency by Minnesota Management & Budget, including locking and unlocking accounts, resetting passwords, altering workflow and modifying system access by deleting and restoring security roles.

| ☐ Add          ☐ Delete | |
| --- | --- |
| Name: | Employee ID (8 digit): |
| Email Address: | Phone (include area code): |
| List of assigned agencies:   Agency Name(s): | Agency Code(s): |

| ☐ Add          ☐ Delete | |
| --- | --- |
| Name: | Employee ID (8 digit): |
| Email Address: | Phone (include area code): |
| List of assigned agencies:   Agency Name(s): | Agency Code(s): |

| Signature of Approver | Date |
| --- | --- |
| Job Title: | Phone (include area code): |

Print and sign the completed form. Send to:

Statewide Systems Security
Minnesota Management & Budget
658 Cedar Street
St. Paul, MN  55155

Fax: 651-797-1301     E-mail: Sema4.Security@state.mn.us

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