Adding FMS and EPM Security Roles for Existing Users

FMS (Accounting/Procurement) and EPM (Information Warehouse) security roles have been assigned to users based on data in the MTK (Methodology Tool Kit). If some FMS or EPM roles have been omitted for an existing user, you can have them added by following these instructions.

Steps

1. Create an Excel spreadsheet with no headers.
2. In Column A, enter the eight-digit employee ID of an existing user. Include the leading zeros.
3. In Column B, enter the FMS or EPM security role name to add. This is case-sensitive. You may copy and paste role names from "Role Descriptions for Agencies" at http://mn.gov/mmb/accounting/swift/security/.
4. The SWIFT agency readiness manager or SWIFT agency security administrator must attach the spreadsheet to an email message and send it to Sema4.Security@state.mn.us.
5. If you have questions about the spreadsheet, contact Sema4.Security@state.mn.us. If you have questions about which roles users should have, contact the SWIFT Help Desk at 651-201-8100, option 7.

Spreadsheet Example

	A	B
1	00123456	M_FS_AM_ASSET_INQUIRY
2	00123456	M_FS_PO_BUYER
3	00123456	M_EPM_AGY_ADMINISTRATOR
4	01020304	M_FS_AM_ASSET_INQUIRY
5	01020304	M_EPM_AGY_ADMINISTRATOR
6	01030405	M_FS_PO_BUYER

Important Do's and Don'ts

Do:
- Use this process only to *add* **FMS** and **EPM** security roles for *existing* users.
- Make sure the employee ID and role name are absolutely accurate. If not, the process will not work and the spreadsheet will be returned to the agency. Role names are listed in "Role Descriptions for Agencies" at http://mn.gov/mmb/accounting/swift/security/.

Don't:
- Change or delete existing roles.
- Add roles for systems other than FMS and EPM.
- Add roles for new users. New users must complete a Request for Access to SWIFT Statewide Systems form at http://mn.gov/mmb/accounting/swift/security/.
- Add agency codes or department IDs.
- Add/change associated information such as user preferences.
- Use this process if the role requires additional data from the agency, such as setup values and procurement types. Instead, complete the Request for Access to SWIFT Statewide Systems form, to supply all of the information necessary to implement the role.
- Include any other information or columns on the spreadsheet.

What Happens Next

- Your request will be reviewed by SWIFT staff, and may be modified prior to entry.
- The security roles will be added via an automated process.
- You will be notified when the spreadsheet has been processed.
- After processing is completed, please review the users' security roles for accuracy.