**Request for Access to MN.IT Services Financial Data**

**In the SWIFT Data Warehouse**

**For Users Who Are *Not* Employees of MN.IT**

If approved, this form will grant a user access to the accounting and/or procurement data of MN.IT Services, agency G46, in the SWIFT Data Warehouse. The name of the security role is M\_EPM\_G46\_DATA\_ACCESS.

If the user is not already authorized for the desired subject areas in the warehouse (e.g., accounts payable, purchasing), also complete the form “Request for Access to SWIFT Statewide Systems,” at <https://www.mn.gov/mmb/accounting/swift/security/security-forms.jsp>.

After obtaining all required signatures, scan this form into a file and email it to MN.IT Services: **Swift.AccessRequest.OET@state.mn.us** (\*MNIT\_OET Swift Access Requests in the Outlook address book).

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| --- | --- | --- | --- |
| User’s Last Name | First Name | Employee ID (required if user is a state employee) | |
| Work Location Mailing Address | | | Work Phone (include area code) |
| Work Email Address | | | Home Agency Code (3 characters) |

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| --- |
| Additional comments on why the person needs access |

|  |  |  |
| --- | --- | --- |
| Home Agency Name | | Name of Preparer |
| Preparer’s Phone Number | Preparer’s Email | |

# Signatures

**User’s statement:** I understand that all SWIFT systems contain some types of data about employees, vendors, customers, and other individuals that are classified as private or confidential under state and/or federal laws. This protected data may appear in a variety of reports, pages, tables, records, and fields. I have been provided with access to the applicable portions of the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13, <https://www.revisor.mn.gov/pubs/>) or summaries of them. I agree to comply with the requirements of the Act regarding all data that is not public.

|  |  |  |
| --- | --- | --- |
| Signature of User | Title | Date |

*Supervisor’s statement:* I certify that the user needs access to the accounting and/or procurement data of MN.IT Services (G46) in order to carry out the responsibilities of his/her job.

|  |  |  |
| --- | --- | --- |
| Signature of User’s Supervisor | Title | Date |

*Accounting Director/Chief Financial Officer:* Must sign request to add an agency to a user’s clearance for warehouse accounting and/or procurement data.

|  |  |  |
| --- | --- | --- |
| Signature of Accounting Director | Title | Date |

**Security administrator’s statement:** I understand that authorizing the user for any role is likely to result in access to private or confidential data about employees, vendors, customers, and/or other individuals. Non-public data may appear in a variety of reports, pages, tables, records, and fields. I certify that the user needs access to the accounting and/or procurement data of MN.IT Services (G46) in order to carry out the responsibilities of his/her job.

|  |  |  |
| --- | --- | --- |
| Signature of Agency Security Administrator | Print Name & Title | Date |

**Address:** *After* obtaining the agency security administrator’s signature, email this to MN.IT Services: Swift.AccessRequest.OET@state.mn.us (\*MNIT\_OET Swift Access Requests in the Outlook address book). Do not use any other address.

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