

 	Title: <i>Procedures for Completing the Access Management Form</i> Document Owner: Shirley Hirschey	Approvers: Todd Saunders Janet Clayton
	Reference #: SEC-FM-01 Version: V1.2	Department: All Departments Category: IT Security
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	Approval Signature:	Date:

Overview

Procedure for Requesting or Modifying Access to ONE IT Application Resources.

Prerequisites

- Access Management Form
- Need to have access based on job responsibilities

Procedure

1. Print off the form.
2. This procedure applies to all employees needing access to ONE IT Application Resources. Complete the form as follows:

Description	Action
Person Needing Authorization:	Enter in the person's first and last name who is needing access.
Username:	Enter the person's Active Directory username, if already assigned.
Phone Number:	Enter the person's desk phone number, if already assigned.
Requested Completion Date:	Enter the date when the access needs to be completed by.
Reference #:	To be filled in only by ONE IT.
Job Title:	Enter the person's Job Title.
Employee Badge #:	Enter the person's Badge #.
Contact Person:	Enter the name of the person's manager/ supervisor/person filling out this form who would be available to answer questions.
Phone Number:	Enter the Contact Person's phone number that they can be readily reached at.
Employee's Department:	Enter the person's Department.
Employee #:	Enter the person's 6 digit employee # from the back of their badge.
Contact Person's Department:	Enter the Contact Person's Department.
Reason for Access	Check the event that is occurring that is requiring the Access Management Form to be filled out, i.e. New Hire, Transfer, Termination, Access /Role Change, etc.
Effective Date:	Enter the date when the New Hire, Job Title/Role Change, Rehire, Termination, Reinstatement, Leave of Absence, or Contractor/Vendor will take place.
Domain Services	Place an X in each box where access is needed.
Gaming	Place an X in each box where access is needed.
Internet	Place an X in each box where access is needed.
Infinium	Place an X in each box where access is needed. If access to Payroll is needed, the approval signature from the VP of Finance is required. If access to (HR)

	Personnel is needed, the approval signature from the VP of HR is required. If access to Approver is needed, the signature of the requestor's VP is required.
LMS	Place an X in each box where access is needed.
Micros	Place an X in each box where access is needed.
Microstrategy	Place an X in each box where access is needed.
SharePoint	Place an X in each appropriate permission levels and fill in site information.
Telecommunications	Place an X in each box where access is needed.
Other	Place an X in each box where access is needed.
Details/Explanation	Provide a detailed overview of the person's role and why they need access.
Approvals:	Obtain the appropriate levels of signatures and dates. Levels 1 – 3 are always required. If access to Payroll within Infinium, the signature and date of the VP of Finance is required (Level 4). If access to (HR) Personnel within Infinium is needed, the signature and date from the VP of HR is required (Level 5). If access to Approver is needed, the signature of the requestor's VP is required.

3. Attach a second page if more space is needed to add Details/Explanation.
4. Requestor signs the form on the level 1 Requestor line.
5. Requestor's obtains their Director's or equivalent's signature and date.
6. Requestor obtains the signature of the VP of Finance if Payroll access is being requested.
7. Requestor obtains the signature of the VP of HR if (HR) Personnel is being requested.
8. Submit the signed form to the IT Security Administrator – Jan Clayton.
9. IT Security reviews access being requested for the person/role responsibilities and upon approval, signs and dates the form in the level 3 IT Security Administrator line.
10. IT Security gives the document to IT Customer Support/Operations Manager.
11. IT Customer Support/Operations coordinates the setup of the access as requested and notifies the requestor upon completion.

Revision	Date	Author	Description
New	10/21/16	Shirley Hirschey	New procedure created.
1.1	3/1/17	Shirley Hirschey	Revised Approvals for Payroll.
1.2	3/12/18	Shirley Hirschey	Revised to allow "director or equivalent" for the authorizing signature because PPC does not have director level positions. Add SharePoint access entries.