



**State of Louisiana**  
Division of Administration  
**Office of Information Services**

September 25, 2009

**ISIS Memorandum 10-008**

To: ISIS Security Administrators  
HR Security Administrators

Subject: Agency Security Contacts

Effective immediately, the following changes will take place:

- OIS will eliminate the role of ISIS Liaison as the agency's ISIS coordinator and main contact. Since the Liaison's other duty was to be the ISIS Security backup, they will now be called the "ISIS Security Administrator Alternate".
- The ISF043 ISIS Agency Contact Setup/Change Form has been changed to designate an ISIS Security Administrator Primary or Alternate. This form will now require the signature of the agency's Undersecretary or Appointing Authority.
- The ISF061 ISIS Human Resources Security Contact Setup/Change Form will now only be used to designate a HR Security Administrator Primary or Alternate. All other HR Roles have been removed from this form as they will now be maintained by agency staff using transaction code ZP200 in HR (per ISIS Memorandum 10-004).
- The ISF042 ISIS Agency Liaison Change form will no longer be used.
- Online ISIS security forms, accessible only to Security Administrators in the ISIS Security System, will now have just one line at the bottom of the form for Security Administrator or Alternate information.

We believe these changes will improve and simplify the security process. Sometime in October, access to the ISIS Contacts list will be removed from the OIS website and will instead become available in LEO behind a new tab entitled **My Help**.

Please remember to send us an ISF043 (for ISIS) or ISF061 (for HR) form when an agency security administrator needs to be changed.

Contact the ISIS Help Desk at 225-342-2677 if you have any questions.

SB/ki