

**LaGov Business Objects
ISF060 - REQUEST FOR SECURITY
FORM INSTRUCTIONS**

Revised 12/13

This form is currently designed for use by agencies to establish and remove security related to a position.

Before you complete form ISF060, run the Position Security Report in LEO to determine whether the position already has Business Objects security attached.

ISF060
Rev 12/2013

**LaGov Position Security
Request for Business Objects Access**

Position Number <input type="text"/>	OR	External Person Number <input type="text"/>	<p style="text-align: center;">ACTION</p> <p><input type="radio"/> Add <input type="radio"/> Remove</p> <p>Start Date (mm/dd/yyyy) <input type="text"/> ...</p> <p>End Date <input type="text"/></p>
Department Name <input type="text"/>			
Section Name <input type="text"/>			
<input type="checkbox"/> URGENT - Check this box to request priority processing			

Authorization to Assign Security

I authorize the position named above to have the access indicated on this form. I understand that should this position no longer require access to Business Objects that I am to submit this form to the Division of Administration OIS Security Administrator within one working day.

Security Administrator or Alternate <input type="text"/>	Security Admin. Phone <input type="text"/>	Security Admin. : Email <input type="text"/>
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Security Admin. Comments
 ...

Status <input type="text"/>	Send To <input type="text"/>	Ticket # <input type="text"/>	OIS Comments <input type="text"/>
Create Date <input type="text"/> ...	Modified Date <input type="text"/> ...	Last Modified By <input type="text"/> ...	

Security Admin/Alt : Rem ID
 ...

Position Number:

Position number to be assigned LaGov Business Objects access. Enter La Gov position numbers only. If an employee has an External Person number instead of a position number leave this field blank.

External Person Number:

External Person number to be assigned LaGov Business Objects access. Use for Non-La Gov staff with "H" IDs. Staff with H ID's will not have a position number. If an employee has a position number you will not enter an External Person Number.

Department Name: Department that the position/External person (EP) is assigned to.

Section Name: Section within the Department that the position/EP is assigned to. This is not a required field.

Action (box): *Check appropriate action to be taken for position number displayed on form.*

Add Access	Establish LaGov Business Objects access for a position/EP that previously did not have LaGov Business Objects access.
Remove Access	Remove all LaGov Business Objects access for a position/EP that no longer requires LaGov Business Objects access.
Start Date	The effective date of the permissions requested.
End Date	The last date the permissions should remain effective. If not a temporary authorization request it should always read 12/31/9999.

The agency Security Administrator or Alternate must print the form and obtain the required signatures before submitting the form. The agency Security Administrator and Alternate are responsible for retaining a signed copy of each form submitted for audit purposes.