

**INTEGRATED STATEWIDE INFORMATION SYSTEMS
REQUEST FOR ISIS USERID – BDS/CAPITAL OUTLAY**

Rev. 10/09

<u>Status:</u>	Choose only one of the following:
New ISIS USERID	To add a new USERID to ISIS.
Add BDS Access to current ISIS USERID	To add BDS functionality to an existing ISIS USERID. Indicate user's current ISIS USERID in the space provided in the Action Box.
Del. ISIS USERID	To delete a USERID from ISIS.
Name Change	To change name associated with USERID.
Change Group	To replace USERID's Group. (Group on any previously submitted form will be completely replaced.)
Current USERID:	Current USERID assigned to the user for which a change is requested. If new request leave blank.
First Name (Please Print):	Name of person requesting a user identification (USERID).
Last Name (Please Print):	Name of person requesting a user identification (USERID).
Work Telephone:	Work telephone number where user can be reached.
User's E-mail address:	Internet address of the user.
Supervisor's Name:	Name of the person responsible for supervision of the user.
Work Mailing Address:	Address where information is to be mailed to the user.
Effective Date	Date action should occur. Only needs to be completed if USERID is not to be activated or deleted immediately.

<u>Organization Types:</u>	Check only one of the following:
FPC	If user is an employee of Facility Planning and Control and is responsible for Capital Outlay information, or is an employee of another section within the Division of Administration and whose job requires access to Capital Outlay information.
Admin Agency*	If user is an employee of an agency that administers it's own Capital Outlay information (other than FPC).
House of Rep	If user is an employee of the House of Representatives.
Senate	If user is an employee of the Senate.
LFO	If user is an employee of the Legislative Fiscal Office.
OSRAP	If user is an employee of Office of Statewide Reporting and Accounting Policy and is involved with the approval of the AFS load.
STO	If user is an employee of the State Treasurer's Office and is involved with the approval of the AFS load.
OIS	If user is an employee of the Office of Information Services.

*If Admin Agency is the selected Organization Type, list any and all agency numbers for which user will administer Capital Outlay projects.

BDS Groups:

Check the group needed to perform assigned duties (a group must be selected):

For **FPC Org Type:**

FPC Accounting Provides capability to establish appropriation structure and funding requests for funded Capital Outlay projects as well as providing capability to update the table associated with appropriation structure.

FPC Analyst Allows add/update access to capital outlay windows (can only be used by designated FPC employees). Also, provides capability to update tables associated with capital outlay process.

For **Admin Agency Org Type:**

Accounting Provides capability to establish appropriation structure and funding requests for funded Capital Outlay projects for agencies that administer their own Capital Outlay funding information.

For **Legislative Org Types:**

Modifier Allows add/update access to amendment tracking windows (can only be used by designated House or Senate employees). Allows view capability to other BDS windows.

Table Maintenance Provides capability to update tables associated with amendment tracking process and also provides the same level of access granted to the Modifier group.

Extract Provides capability to download certain BDS database tables for importing into outside systems; also provides same level of access granted to the Table Maintenance group.

For **OSRAP & STO Org Types:**

Approver Provides capability to issue approval for load of appropriations to GFS in associated windows (can only be used by designated employees of OSRAP and the State Treasurer's Office). Allows view capability to other BDS windows.

For **OIS Org Type:**

Security Admin Provides capability to add new users, to associate users to specific groups in the security application and allows access to all security windows (can only be used by designated OIS employees).

System Admin Provides capability to update tables related to system maintenance (can only be used by designated OIS employees). Allows view capability to all other BDS windows.

For All Organization Types:

View Allows inquiry access to the BDS windows used by Org Type selected.

AdHoc Only Allows access to BDS tables for production of adhoc reports.

This form must be completed by the Agency Security Administrator or Security Administrator Alternate before a USERID will be established, modified, or deleted.

This form must be printed before being submitted via the web. The copy must be signed by the Agency Security Administrator or Security Administrator Alternate and retained by the agency for audit purposes.