

# STATE OF COLORADO FINANCIAL DATA WAREHOUSE

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## SECURITY ACCESS AUTHORIZATION REQUEST FORM

COMPLETE BOTH SIDES  
OF THIS FORM

### SECTION A: TO BE COMPLETED BY EMPLOYEE

REQUEST TO: ESTABLISH \_\_\_\_\_ or MODIFY \_\_\_\_\_ or REMOVE \_\_\_\_\_ USER SECURITY

AUTHORIZATION IS REQUESTED TO ACCESS REPORTS AND DATA CONTAINED IN THE FINANCIAL DATA WAREHOUSE AT THE ACCESS LEVEL CHECKED BELOW:

STATEWIDE ACCESS <i>includes all departments and agencies</i> <input type="checkbox"/>	DEPARTMENT ACCESS <i>includes all agencies in user's department</i> <input type="checkbox"/>	AGENCY ACCESS <i>includes the specific agency codes listed below</i> <input type="checkbox"/> _____
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FDW TRAINING REQUESTED FOR EMPLOYEE: YES  NO  EMPLOYEE WILL ACCESS FDW FROM: (CHECK ALL THAT APPLY)  
WORK  HOME  OTHER  \_\_\_\_\_

EMPLOYEE NAME \_\_\_\_\_

EMPLOYEE E-MAIL ADDRESS \_\_\_\_\_

EMPLOYEE DEPT/AGENCY \_\_\_\_\_

EMPLOYEE WORK ADDRESS \_\_\_\_\_

EMPLOYEE WORK PHONE \_\_\_\_\_

ENTER EMPLOYEE GGCC LOGON/TOP SECRET ID:	IF NO TOP SECRET ID, ENTER EMPLOYEE'S REQUESTED USER ID (6 - 8 CHAR.):
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### EMPLOYEE STATEMENT OF COMPLIANCE

**Please review the following paragraphs and indicate your understanding and agreement by signature.** If anything is unclear, or you wish to review the *Authority* documents identified below, please contact your department controller or security administrator.

*Authority for Granting Access:* 24-72-203, CRS Public records open to inspection; 2-3-107, CRS, State Auditor; 2-3-203(1), CRS Joint Budget Committee; State of Colorado Fiscal Rule 1-3, *Access to the State Financial System*; Policies of the Dept. of Personnel and the Division of Information Technology.

The State Controller is the official custodian of the State Financial System financial database, including the

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**EMPLOYEE STATEMENT OF COMPLIANCE (cont.)**

Financial Data Warehouse (FDW), and prescribes the rules and regulations for query, use, or inspection of the financial records contained in the database. Each State Agency shall be given query access to their portion of the financial database on the State Financial System.

Employees of the State of Colorado may be granted access to the FDW for official business purposes only. State Financial System/FDW records contain both public and confidential information; therefore access to financial data contained on the State Financial System/FDW shall not be granted to anyone for general perusal of a State Agency's financial records. Any request received from citizens and the public for any information contained in the State Financial System/FDW database should be processed according to statewide procedures for handling open records requests.

Each employee granted access to the FDW is responsible for their use of the FDW and for safeguarding their assigned User ID and passwords to protect data stored in the FDW. User ID and passwords are assigned to individual State of Colorado employees and are not to be shared or passed on to others. Leaving employment will terminate my rights to access the FDW.

\_\_\_\_\_  
EMPLOYEE NAME (PLEASE PRINT)

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

**SECTION B: REQUIRED SIGNATURE APPROVALS**

\_\_\_\_\_  
DEPARTMENT CONTROLLER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
WORK PHONE

\_\_\_\_\_  
DEPARTMENT SECURITY ADMINISTRATOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
WORK PHONE

**Send completed original form to: State Controller's Office, Attn: FDW Manager, 1525 Sherman, Denver, CO 80203**

**FOR FDW USE ONLY**

STATE CONTROLLER		DATE	FDW DATABASE ADMINISTRATOR		DATE
			DATE USER ID VERIFIED		_____
			DATE PASSWORD ASSIGNED		_____
			DATE TRAINER NOTIFIED		_____