

STATE OF COLORADO FINANCIAL DATA WAREHOUSE
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		_____	