

INSTRUCTIONS FOR CPPS SECURITY FORM

You must submit the CPPS Security Form to receive system access.

- **Employee Name, Position / Title, E-Mail Address, Employee Work Phone**
 - Enter your information, using your name as it appears in the system and your state e-mail address and phone number.
- **Dept/Agency and ORG ID**
 - This is your payroll ORG ID. If you need access to more than one ORG, please list all required ORG ID's here.
- **Top Secret ID**
 - This is the ID you were assigned by OIT for access into mainframe. **If you are using green screens, your access cannot be granted without this user ID. Top Secret ID is not required if requesting only CPPS web access.**
- **Special Operator ID**
 - If you are using CPPS web access or if you would prefer to sign into the system using an ID other than your mainframe ID, please write the desired ID. For example: AAABrenda, TAADiane, or HAAMotz.
- **All Agencies**
 - Check only one of these boxes.
- **CPPS: Accounting/Budget, Benefits, Payroll, Personnel, etc.**
 - Check only one of these boxes. Please request minimum role access necessary for employee to complete job duties. *If you request access to Benefits & Payroll & Personnel, the Security Access Request Form needs to be accompanied by a written request for an exception, including the rationale as to why the agency cannot perform these tasks in any other way. Exceptions are approved and granted by the State Controller.*
- **Update, Inquiry Only, Revoke Access**
 - Check only one of these boxes.
- **HRDW & EDW: Standard, Custom**
 - Check the type of access/reports desired from the Human Resources Data Warehouse. Also check if you are requesting EDW access
- **Signature Approvals**
 - Without these signatures, you will not receive system access
- **Send complete CPPS Security Form to state_centralpayroll@state.co.us**

SECURITY TIPS FOR CPPS

If you get a security error, look at the first 3 letters in the error message. If it starts with TSS, it is a Top Secret Security error and you need to contact your Top Secret Security Administrator.

If you get an error while in CPPS, contact Central Payroll.

When changing your password in CPPS, remember to use the space bar after your new password to clean out any characters that may belong to your old password. Passwords are not case sensitive and require eight characters including a number and special character (!@#\$.). When CPPS prompts you to change your password, it would be a good idea to change your other passwords at the same time and keep your passwords on the same 30-day cycle.

NOTE: The EMPL/ADS Security form may be downloaded at:
<http://www.colorado.gov/dpa/dhr/pubs/docs/empl/security.pdf>
Fax to (303) 866-2122 once completed.

OIT Help Desk phone number: (303) 239-4357