

Tips for Completing the Higher Education Feeder Agency Security Request Form

Employee Information – It is very important to complete all fields in this section. Two INSTDATA passwords are required before Top Secret Access will be granted. It is recommended that passwords have at least 5 characters. **Important:** Please keep this information in a safe place. The DoIt help desk will not reset your ID if necessary, unless you can provide these passwords.

Billing Information – List the agency to be billed for your access. This may or may not be the same agency for which security is requested.

Access Information – Indicate if you are requesting a new ID or changing or deleting an existing ID. List the existing ID number if applicable. **Only check TSO (Time Sharing Option) if access to the mainframe is required.** This access is for individuals using shared data files on the mainframe, not financial production activity.

CPPS/EMPL/ADS: Check this box if you are requesting a Top Secret ID in order to complete access forms for the State's payroll and benefit systems.

COFRS Production: Check this box if you are requesting COFRS financial system access in addition to a Top Secret ID, or changing an existing ID. If so, you must indicate a security model. Description of each model may be found on page 7 of the security procedures manual.

Infopac/Document Direct: If you require reports that are not included in the generic access granted at the agency level, check this box and list the additional report(s).

Agencies: List the agencies you are requesting access for. **Don't forget agency YYY** if you approve IT documents.

Approval Information – Access to the COFRS Financial Production system must be approved by the agency controller. Controllers may not approve access for themselves and their forms must be signed by their immediate supervisor.

Approval for Top Secret ID's only (for individuals requesting access to CPPS/ADS) may be signed by an approved director of Human Resources.

Password Problems?

COFRS allows three tries to get your password correct when signing in to the system. If you fail on all three attempts, your password will be suspended and you will not be able to log on. If your password is suspended, or you forget your password, call the DoIt Help Desk at 303/239-4357 **option 5** to have it reset.

You must change your password every 30 days as prompted by COFRS. If you do not use your password for more than 30 days, it will be suspended and you may call the DoIt helpdesk to have

it reset. If the password is not used for more than 90 days, your ID will be deleted and you will have to request a new ID by completing the Security Request Form.

Please contact Vicki Nichol at Vicki.Nichol@cu.edu with any questions.