



User Class (UC) 78 –All Agency View Access Agency Acknowledgement and Request for Authorization

Employee Name (print) Last, First, M.I. (as shown in PPDB)	Employee ID: OR	User ID
Position Title:	E-Mail:	
Agency Name:	Classification:	Agency #
Work Address:	Phone:	Extension:
Supervisor/Managers Name:	Phone:	Extension:

- This request must be authorized by the requesting agency’s Senior Fiscal Officer.
- The employee must have Statewide Financial Management Application (SFMA) access.
- **UC 78 must not be active if employee is in telework status.** The Agency Security Officer (ASO) must notify Systems Security to inactivate UC before telework begins. UC can be resumed after employee returns to the office.
- All authorizations are subject to a security review every 6 months.
- The ASO is responsible for validating and processing this request and will notify SARS Systems Security when UC 78 –All Agency View permission has been revoked.

Access Information: Please note: Users with SFMA all agency views have access to information classified at the highest level, 4 – Critical defined as follows:

Extreme – Information that is deemed extremely sensitive and is intended for use by named individual(s) only. This information is typically exempt from public disclosure because, among other reasons, such disclosure would potentially cause major damage or injury up to and including death to the named individual(s), agency employees, clients, partners, or cause major harm to the agency.

Employee Acknowledgement:

- UC 78-All Agency View access information is for work purposes only.
- Users will not share confidential or sensitive information or use the information for any personal reason or gain.
- Users must not share their password with any person or allow another person to use their access in any way.
- Disclosure or release of data and statistics to any entity not a direct party to the agency’s internal management functions requires justification supporting the disclosure and the express, written approval of the Senior Fiscal Officers of all affected agencies.
- The agency’s security officer must be notified immediately if the user’s password or access has been compromised.
- The user will read, understand and adhere to all applicable agency and statewide policies, including but not limited to the following:

Statewide Policies:

- 107-004-050 Information Asset Classification
- 107-004-051 Controlling Portable & Removable Storage Devices
- 107-004-052 Information Security
- 107-004-053 Employee Security
- 107-004-100 Transporting Information Assets
- 107-004-110 Acceptable Use of State Information Assets

Oregon Accounting Manual:

10.70.00 Security Access to Financial Systems

Oregon Revised Statute:

Chapter 192

Senior Fiscal Officer Acknowledgement:

- Senior Fiscal Officer will exercise caution in approving UC 78 access.
- Senior Fiscal Officer is aware that this request will grant the user access to restricted and critical data.
- Senior Fiscal Officer will ensure that requests for UC 78-All Agency View Access are based on a valid need and that the level of access requested is consistent with the employee’s job duties.
- Senior Fiscal Officer will ensure that the employee has received proper training using SFMA and has read and understands the statewide policies listed above and has signed the agency’s confidentiality agreement, if applicable.
- Senior Fiscal Officer acknowledges responsibility for safeguarding all agency information assets that are made available via UC 78 –All Agency View in SFMA.

By signing this request the Employee and Senior Fiscal Officer accept responsibility for safeguarding all agency information assets and understand the potential risk to the employee, management and agency.

Employee Name (Please Print)	Employee Signature	Date
Senior Fiscal Officer Name and Title (Please Print)	Senior Fiscal Officer Signature	Date

This request has been verified by:

Agency Security Officer Name (Please Print)	Agency Security Officer Signature	Date
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Please scan or mail this **completed form with all signatures** to: **State Controller’s Division, Systems Security**

155 Cottage St NE, U50
 Salem, OR 97301
 Security.Systems@state.or.us

*****For SARS office use only*****	
Systems Security Officer	
Reviewed by:	Date: