Financial Systems Security
SFMA and OSPA Request Form

This form is to be completed and submitted by the designated Agency Security Officer (ASO) for R*Stars, ADPICS, and OSPA.

**User Information**

- **User Last Name:** as shown in PPDB
- **First Name:** Legal name
- **RACF Id:** AGYxxxx#
- **Agency #:** must be completed@somewhere.us
- **E-mail:** must be an active address
- **Phone:**

**R*STARS Request**

- **Action:**
- **Form not valid for UC 78**
- **Acct Trans:** can list multiple UC
- **Release Flag:** must be valid for all UC on line

**Adjustments to User Class**

- **User Class(es):** (use only if request varies from the UC template, will apply to all UCs on same line)
- **Agy Group:**
- **Batch Edit Mode:**
- **Disburse Method:**
- **Batch Agy:**
- **Template adjustment for 96h screen (ex. WRP-0)**

**Job duties:** Required - A brief description of job duties that require the specific access requested. (Ex. "to review grants and update profiles")

Description of job duties provides information for audit trail that shows the UCS requested are necessary

Additional information to support audit trail:

Optional field, this is the line that a position title or 'new hire' notation would be appropriate.

**ADPICS Request**

- **Action:**
- **User Id Template:**
- **Buyer Id:**
- **User Level:**
- **User Dept:**
- **Mailbox Dept:**
- **PO Authorization Amt:**
- **Bill To:**

**Dept Authorization:**

Template adjustments for the 7700 screens

Up to 10 department #’s

**Job duties:** Required - A brief description of job duties that require the specific access requested. (Ex. "to create and post requisitions")

Job duty descriptions are required for each type of system access.

Additional information to support audit trail:

Buyer ID and Bill To fields are created by SFMS.

**OSPA Request**

To request OSPA access to other agencies, you must be an authorized ASO for that agy. 'DAS only' templates must be requested by DAS OSPA Management.

- **Action:**
- **User Type Template:**
- **List any additional agency #’s for access**

**Terminal Id:**

**Report Printer Id:**

**Terminal Location:**

**Job duties:** Required - A brief description of job duties that require the specific access requested. (Ex. "to enter time and review benefits")

If an OSPA User Type does not match your needs, contact the OSPA Help desk for template assistance.

Additional information to support audit trail:

** can provide additional agency numbers for same level of access if interagency agreement exists

**ASO's typed signature:** (signer must send form using 'submit' button, no scans accepted) **Current Date:**

ASO who types signature must also submit by email forms processed when received

Submit by Email
Print Form

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