

DATE: July 12, 2016

UPDATED: August 8, 2018

PURPOSE: To ensure that the GDOE Munis application operate in its optimum function in a healthy system environment.

POLICY: The removal or adding of applications augmenting the Munis system will only be perform if a system need has been determined and justified.

INSTRUCTIONS:

1. To request for an addition or removal of an application enhancing the GDOE Munis application, a request from Munis Tyler support on their website, <https://support.tylerltech.com> needs to be completed. Ensure to inquire if there will be a cost applied to the request.
2. Provide the Data Processing Manager a copy of the Tyler support response to the request.
3. Request the approval of the Data Processing Manager using the FSAIS System Enhancement Request form.
4. Request the approval of the Deputy of FAS using the FSAIS System Enhancement Request Form.
5. Inform Tyler support of the department administrator's decision in the addition or removal of the supporting Munis application and execute the request if approval was obtain.
6. Note down the Completion Date, the Tyler support technician and the FSAIS Staff working on the task in the lower part of the FSAIS System Enhancement Request form.

REVIEWED and APPROVED By:



VINCENT T. DELA CRUZ
(Data Processing Manager)

8/8/18

Date



Jon J.P. Fernandez
Superintendent of Education

DEPARTMENT OF EDUCATION

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Vincent T. Dela Cruz
Data Processing Manager

System Enhancement Request Form

Request Date: _____

System Application: _____

Environment: Live, Test and Train

Current Version: _____

Request: _____

Reason: _____

References: _____

Requested By: _____
(Sign and Date) Data Processing Manager

/ / Approved / / Disapproved By: _____
(Sign and Date) Deputy Superintendent of Finance and Administrative Services

Completion Date: _____

Vendor Support Technician Name: _____

FSAIS Staff Working with Vendor Support : _____