

DATE: July 11, 2016

UPDATED: September 6, 2018

PURPOSE: To record and maintain Security Management Form used as a documentation requesting user account creation or user application permission modification.

POLICY: A completed and signed FSAIS Security Management form is required to create a system user account.

A completed and signed FSAIS Security Management form is also required to update a system user account.

INSTRUCTIONS:

1. Access the FSAIS Helpdesk site: <https://helpdesk.gdoe.net/portal>.
2. Open the ticket requesting for access to any of the following application: Network, GDOE Munis and Powerschool.
3. Verify if the user exist in the requested application. If new, verify all information required to be filled in were completed and the user's School Administrator or Division Leader have their signature and the sign date on the form.
4. Save the completed FSAIS Security Management Form in the FSAIS Drive in the Security Mgmt folder using the following **FileName layout**:

UserFirstNameLastName_ticket#_MunisWork Location No.

Example: AliceBonto_ticket20180_816

NOTE: If in the future, the user submits another Security Management Form for the same work location but requesting for additional access to the same application or requesting to be added in a new application, add the letter "B" after the work location no. on the FileName.

As of 09_07_2018, when an Assistant Principal transfers to another school, the department information will be updated to the new school. However, all roles assigned to them will be removed and their account will be disabled. A new Security Management Form will need to be submitted reflecting their access request in the new school.

REVIEWED and APPROVED By:


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(Data Processing Manager)

9/6/18
Date