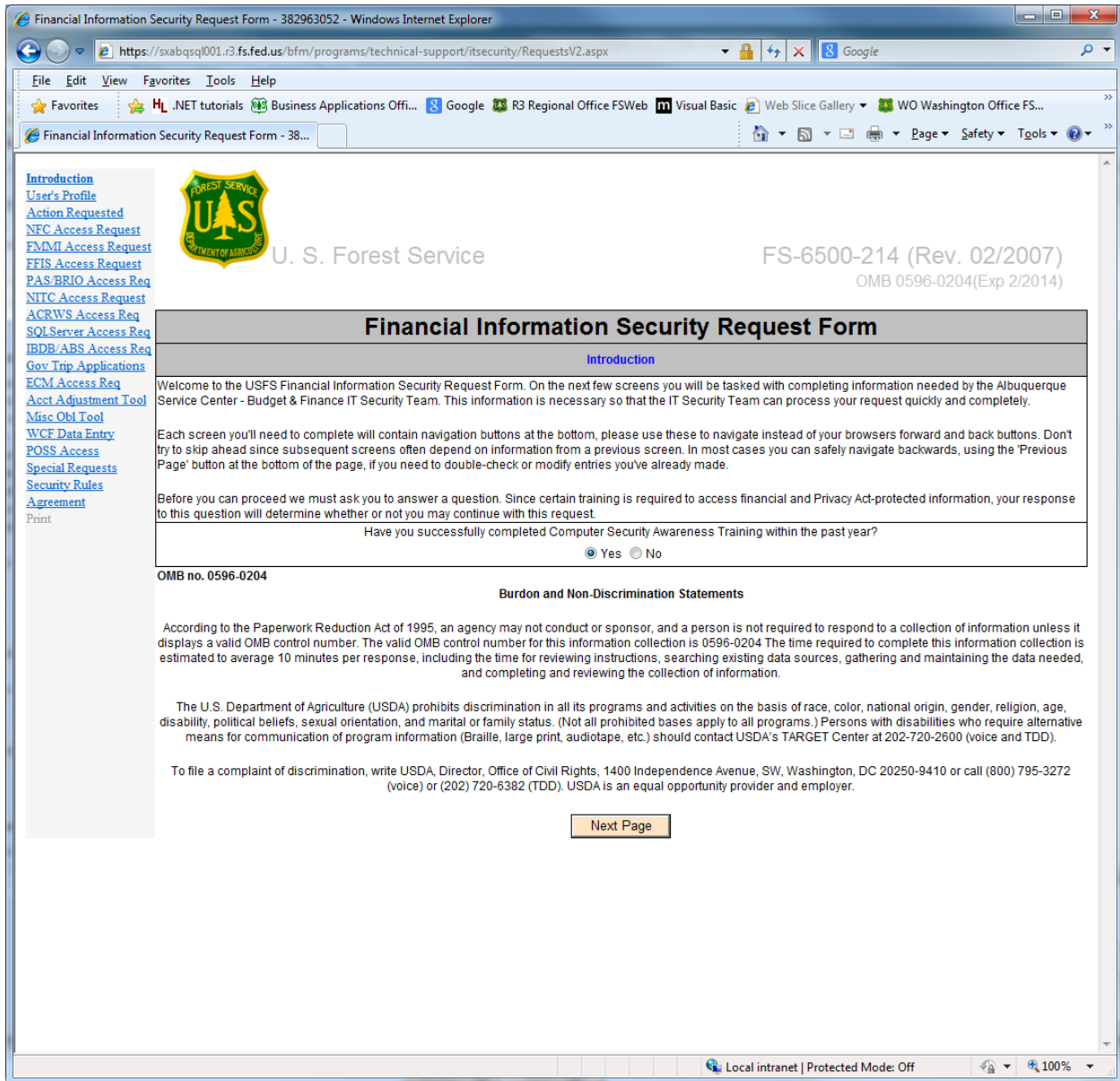


This document contains screen shots of the process a user would follow to obtain access to the FMMI financial system that USDA uses.



User verifies taking mandatory computer security awareness training within the last year and can read the Burdon and Non-Discrimination Statements prior to clicking on Next Page.

Financial Information Security Request Form - 382963052 - Windows Internet Explorer
 https://sxabqsg001.i3.fs.fed.us/bfm/programs/technical-support/itsecurity/RequestsV2.aspx

U. S. Forest Service
 FS-6500-214 (Rev. 02/2007)
 OMB 0596-0204(Exp 2/2014)

Financial Information Security Request Form

FAX each individual request to the ASC at the number provided at the end of this form with "Security Access Request" in the title of the FAX.

User's Profile

Please enter your Lotus Notes Shortname, if you have one: Please change incorrect data.

Name: Please include middle initial if applicable Date of Request:

Email: Telephone:

Title:

Agency, Region, Unit (i.e. 11, 13, 28):	Agency	Region/Station/Area	Forest/Unit
	<input type="text" value="11"/>	<input type="text" value="25"/>	<input type="text" value="02"/>

Federal Employee Social Security Number: Required only when requesting access to a USDA system (i.e. GovTrip)

Check if you are on Detail Please enter expiration date:

Type of Access:
 Permanent Access Temporary Access Emergency Access

NOTE: Expiration date must be completed for all users requesting temporary or emergency access.

User puts in their "Lotus Shortname", which is their active directory log on ID, and the form is auto populated with information from the Lotus Domino employee directory database. User verifies information and adds any data that is not included and click Next Page. If they do not have a Lotus Shortname, they can manually fill out the form, and click Next Page.

USDA Forest Service – Financial Information Security Request Form – FS-6500-214

System	Action Requested				User ID (if current user)
	Add	Modify/ Reinstate	Remove	NA	
System	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
NFC	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
FMMI	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
FFIS/IAS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
For PAS-Brio, user must access http://pas.fs.fed.us prior to submitting form					
PAS-BRIO	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
NITC	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
ASR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
FTRS Billing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
PeopleSoft	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
ASC SQL Server	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
ACRWS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
FPPS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
FPPS with Datamart	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
IBDB/ABS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Billing/Dunning Web Site	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	rperry02
ECM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
GovTrip	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	N/A
Accounting Adjustment Tool	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Miscellaneous Obligation Submission Tool	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
WCF Data Entry	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
POSS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Claims Information System (Field Users)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Claims Information System (ASC Staff)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
TSA Reporting Center	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

The user selects which system that they need to be added to, need to modify their current access in or need to be deleted from. They include their user ID if they know it, and then select Next Page.

Financial Information Security Request Form - 625745976 - Windows Internet Explorer

https://sxabqsl001.r3.fs.fed.us/bfm/programs/technical-support/itsecurity/RequestsV2.aspx

U. S. Forest Service

FS-6500-214 (Rev. 02/2007)
OMB 0596-0204(Exp 2/2014)

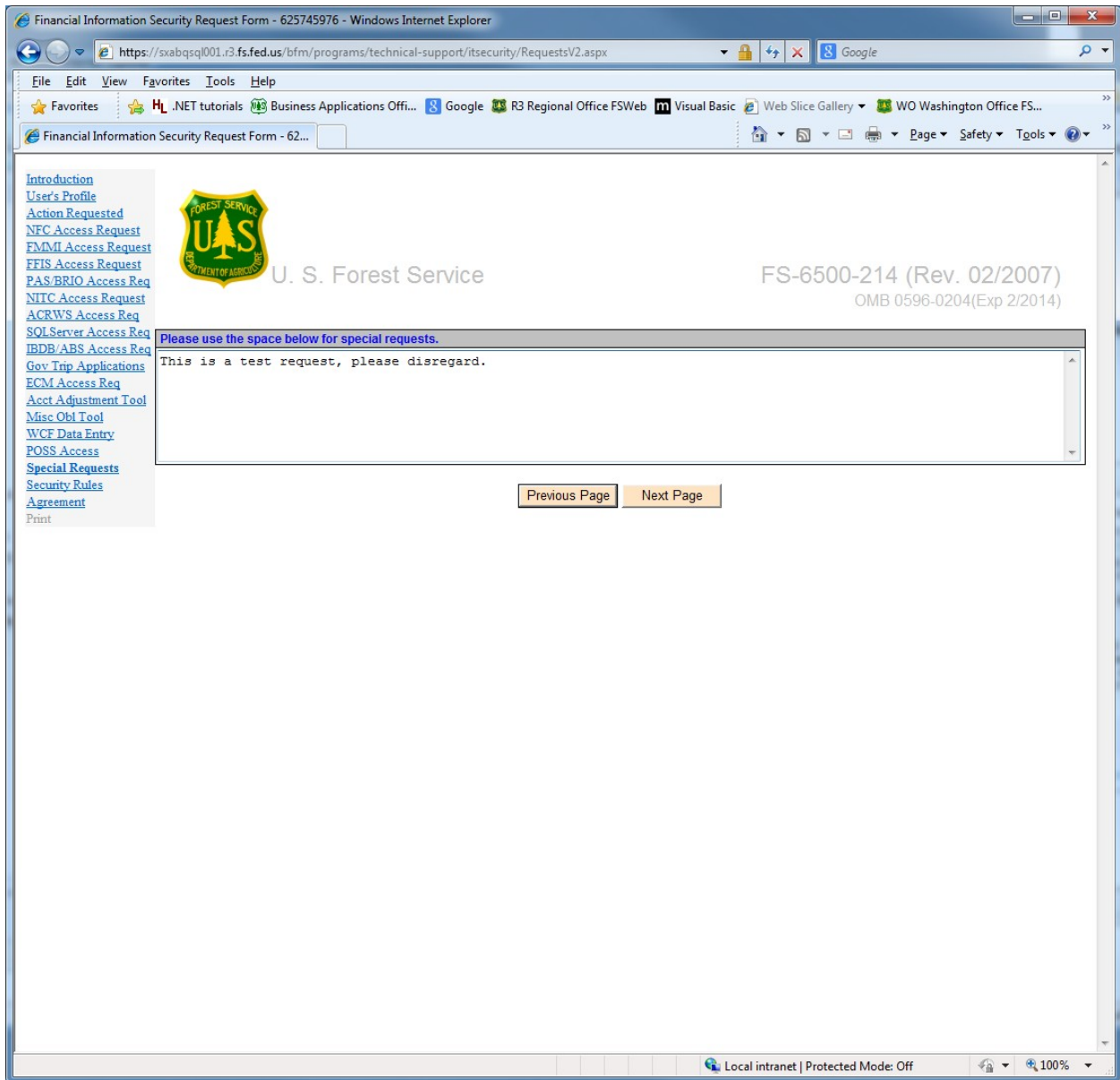
FMMI Access Request
Complete this section if FMMI Add or Modify was selected on page 2.

Role	
Please select a role:	Non-Approving
Type of FMMI Profile	
Please select a FMMI profile:	ASC_TECH_SUPPORT_REPORTING
FMMI Profile Description:	
FMMI Profile Description	
The profile selected will be issued. For a list of FMMI Profiles, please see the 'FMMI Profiles' section of the Tech Support and Security page. For modifications to profiles, please request instructions from ASC Security	

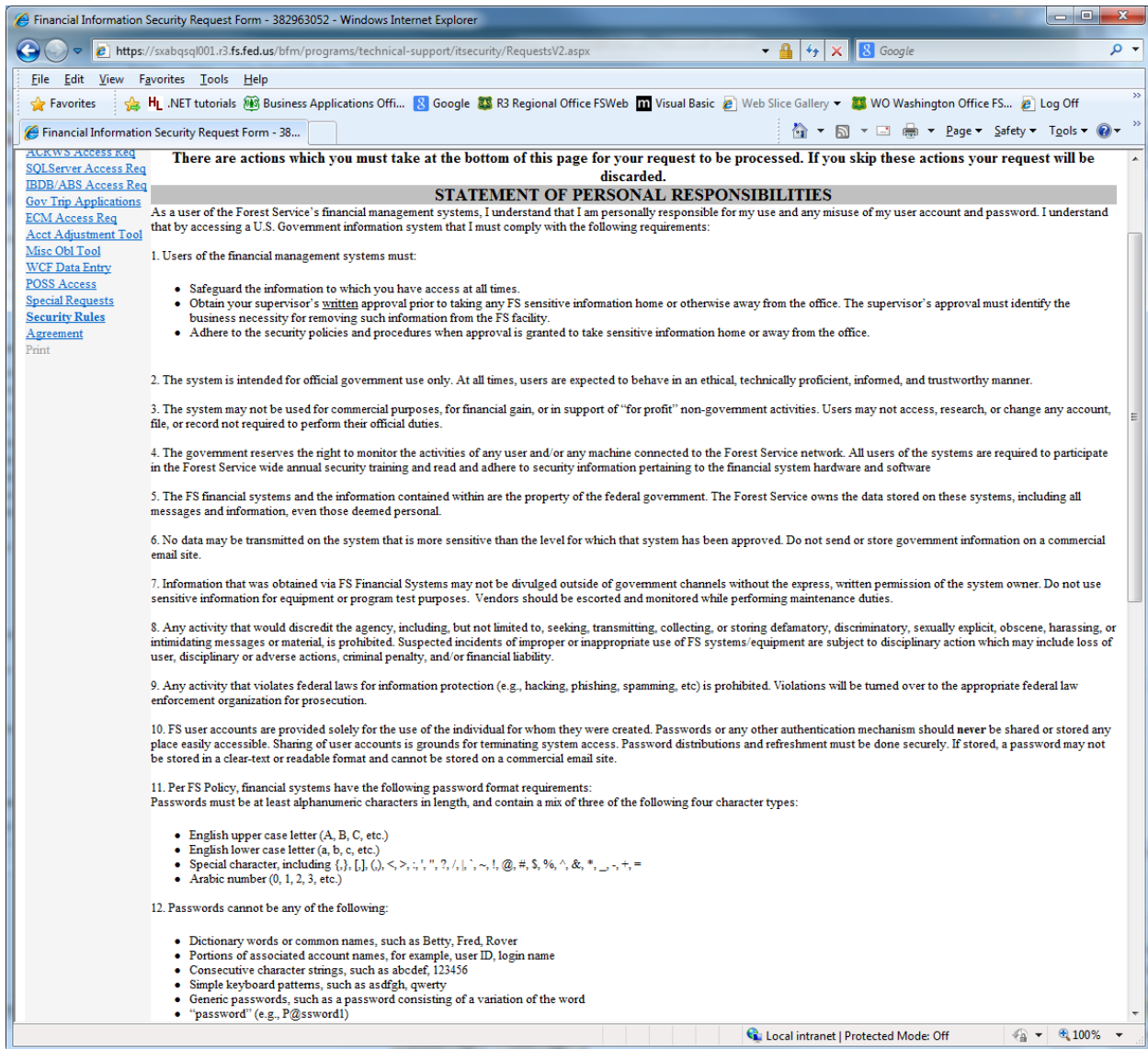
Previous Page Next Page

The user, in the case of FMMI, selects the type of role they need, approving, or non-approving, and then selects the profile they need. Information on the various systems access types is available on the Forest Service's Albuquerque Service Center, Budget and Finance, System Security page. After they select the needed role and profile, they click on Next Page.

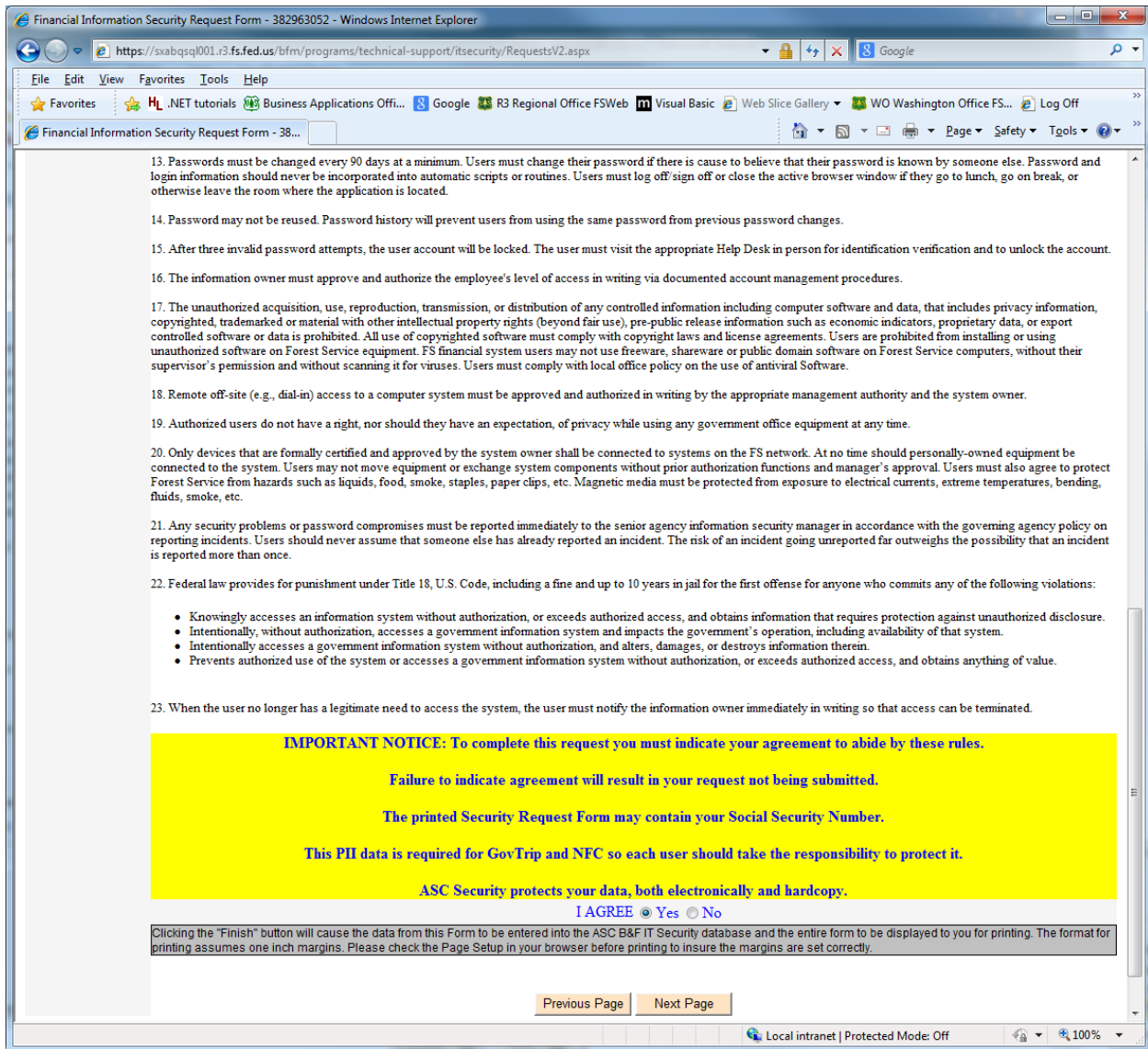
USDA Forest Service – Financial Information Security Request Form – FS-6500-214



The user has the opportunity to make any special requests they may have, and then click on Next Page.



The user reads the Statement of Personal Responsibilities.



The user continues to read the Statement of Personal Responsibilities and Agrees or does not Agree, and clicks Next Screen. If they do not agree, their request is discarded.


Financial Information Security Request Form - 625745976 - Windows Internet Explorer

https://sxabqsl001.r3.fs.fed.us/bfm/programs/technical-support/itsecurity/RequestsV2.aspx

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Financial Information Security Request Form - 62...

Introduction
User's Profile
Action Requested
NFC Access Request
EMMI Access Request
FFIS Access Request
PAS/BRIO Access Req
NITC Access Request
ACRWS Access Req
SQL Server Access Req
IBDB/ABS Access Req
Gov Tmp Applications
ECM Access Req
Acct Adjustment Tool
Misc Obl Tool
WCF Data Entry
POSS Access
Special Requests
Security Rules
Agreement
Print

 U. S. Forest Service

FS-6500-214 (Rev. 02/2007)
OMB 0596-0204(Exp 2/2014)

Agreement

The following statement must be read and signed by the individual being designated for access. I HEREBY acknowledge the following: I recognize that FFIS and all other NFC systems contain data concerning individuals and commercial entities which is private or sensitive in nature. I agree not to use the information in these systems for unauthorized purposes, including those that result in the intrusion of the privacy of an individual or a commercial entity, or the unwarranted disclosure of personal or proprietary information. I agree not to share my access ID and/or password with others. I agree not to alter data in any FFIS document or table, or data elements in any NFC information system, for purposes of personal benefit or those that could result in theft or misuse of public funds.

Signature of Applicant:	Date:
User's Supervisor - I certify that the user has received security instructions for the systems and/or applications as indicated, and I approve his/her access to these systems and/or applications, and the associated profiles.	
Supervisor's Name: Patricia A Weaver	Telephone: 123-456-7890
Signature of Applicant's Supervisor:	Date:
Signature of ASC Security Administrator:	Date:

PRIVACY ACT NOTICE

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of your Social Security Number is authorized by Executive Order 9397 of November 22, 1943 and 5 U.S.C. 301. The primary purpose of requesting the Social Security Number (SSN) is to properly identify the employee. Many employees have similar names and the furnishing of the SSN will enable USFS to identify authorized users of USDA's computer systems. The information will be used by offices and employees who have a need for the information in the performance of their official duties. The information will not be disclosed outside USDA. Disclosure of your SSN and other information is mandatory. Failure to provide the requested information will result in the denial of the requested computer access authority.

Done Local intranet | Protected Mode: Off 100%

The user verifies their supervisor's name, and adds their telephone number, and clicks Finish.

Financial Information Security Request Form - 382963052 - Windows Internet Explorer

https://sxabq001.i3.fs.fed.us/bfm/programs/technical-support/itsecurity/RequestsV2.aspx

Click here to Print Click here to start over/create a new request (Do NOT use the back button in your web browser. This will cause an error. You must use the link provided to generate a new request.)

U.S. Forest Service Request ID: 121518 FS-6500-214 (Rev. 02/2007) OMB 0596-0204(Exp 2/2014)

Financial Information Security Request Form

FAX each request individually to ASC at 1-866-342-3441.
Do not use a cover page.

Name: Rick Perry		Date of Request: 1/22/2014	
Email: rperry02@fs.fed.us		Telephone: 801-302-1299	
Title: Information Technology Specialist			
Agency, Region, Unit (i.e. 11, 13, 28):		Agency	Region/Station/Area
		11	25
<input checked="" type="checkbox"/> Federal Employee		Social Security Number:	
<input type="checkbox"/> Check if you are on Detail		Please enter expiration date:	
Type of Access: Permanent Access			
Access Requested			
FMMI		ADD	
Agreement			
<p>The following statement must be read and signed by the individual being designated for access. I HEREBY acknowledge the following: I recognize that FFIS and all other NFC systems contain data concerning individuals and commercial entities which is private or sensitive in nature. I agree not to use the information in these systems for unauthorized purposes, including those that result in the intrusion of the privacy of an individual or a commercial entity, or the unwarranted disclosure of personal or proprietary information. I agree not to share my access ID and/or password with others. I agree not to alter data in any FFIS document or table, or data elements in any NFC information system, for purposes of personal benefit or those that could result in theft or misuse of public funds.</p>			
Signature of Applicant:		Date:	
User's Supervisor - I certify that the user has received security instructions for the systems and/or applications as indicated, and I approve his/her access to these systems and/or applications, and the associated profiles.			
Supervisor's Name: Patricia A Weaver		Telephone: 123-456-7890	
Signature of Applicant's Supervisor:		Date:	
Signature of ASC Security Administrator:		Date:	

PRIVACY ACT NOTICE

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of your Social Security Number is authorized by Executive Order 9397 of November 22, 1943 and 5 U.S.C. 301. The primary purpose of requesting the Social Security Number (SSN) is to properly identify the employee. Many employees have similar names and the furnishing of the SSN will enable USDA to identify authorized users of USDA's computer systems. The information will be used by offices and employees who have a need for the information in the performance of their official duties. The information will not be disclosed outside USDA. Disclosure of your SSN and other information is mandatory. Failure to provide the requested information will result in the denial of the requested computer access authority.

Special Request

This is a test request, please disregard.

Request ID: 121518

FMMI Systems Access Request		
Role	FMMI Profile	Profile Description
Non-Approving	ASC_TECH_SUPPORT_REPORTING	The profile selected will be issued. For a list of FMMI Profiles, please see the 'FMMI Profiles' section of the Tech Support and Security page. For modifications to profiles, please request instructions from ASC Security

The finished form is displayed, with the Request ID included. The user clicks on the “Click here to Print” link in the top left corner, to print a hard copy of the form for them to sign and have their supervisor sign. The hard copy form (displayed on the following 2 pages) is then faxed to the Forest Service’s Albuquerque Service Center Budget and Finance’s Security group, who will log the fax as being received and who will do the requested action as long as signatures are present. These forms are then maintained electronically for audit purposes.

Form as printed by user.

security request sample-140122.pdf - Adobe Reader

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Financial Information Security Request Form - 382963052 Page 1 of 2

U.S. Forest Service

Request ID: FS-6500-214
121518 (Rev. 02/2007)
OMB 0596-0204(Exp 2/2014)

Financial Information Security Request Form

FAX each request individually to ASC at 1-866-342-3441.
Do not use a cover page.

Name: Rick Perry	Date of Request: 1/22/2014
E-Mail: rperry02@fs.fed.us	Telephone: 801-302-1299
Title: Information Technology Specialist	
Agency, Region, Unit (i.e. 11, 13, 28):	Agency: 11 Region/Station/Area: 25 Unit: 02
<input checked="" type="checkbox"/> Federal Employee	Social Security Number:
<input type="checkbox"/> Check if you are on Detail	Please enter expiration date:
Type of Access: Permanent Access	
Access Requested	
FMMI	ADD
Agreement	

The following statement must be read and signed by the individual being designated for access. I HEREBY acknowledge the following: I recognize that FFIS and all other NFC systems contain data concerning individuals and commercial entities which is private or sensitive in nature. I agree not to use the information in these systems for unauthorized purposes, including those that result in the intrusion of the privacy of an individual or a commercial entity, or the unwarranted disclosure of personal or proprietary information. I agree not to share my access ID and/or password with others. I agree not to alter data in any FFIS document or table, or data elements in any NFC information system, for purposes of personal benefit or those that could result in theft or misuse of public funds.

Signature of Applicant:	Date:
User's Supervisor - I certify that the user has received security instructions for the systems and/or applications as indicated, and I approve his/her access to these systems and/or applications, and the associated profiles.	
Supervisor's Name: Patricia A Weaver	Telephone: 123-456-7890
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[Special Request](#)

This is a test request, please disregard.

<https://sxabqsl001.r3.fs.fed.us/bfm/programs/technical-support/itsecurity/RequestsV2.aspx> 1/22/2014

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Financial Information Security Request Form - 382963052 Page 2 of 2

Request ID: 121518

FMMI Systems Access Request		
Role	FMMI Profile	Profile Description
Non-Approving	ASC_TECH_SUPPORT_REPORTING	The profile selected will be issued. For a list of FMMI Profiles, please see the 'FMMI Profiles' section of the Tech Support and Security page. For modifications to profiles, please request instructions from ASC Security

https://sxabqsl001.r3.fs.fed.us/bfm/programs/technical-support/itsecurity/RequestsV2.aspx 1/22/2014

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