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.

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Gov Trip Applications	FAX each individual req with "S	uest to the ASC at the number provid ecurity Access Request" in the title o	ed at the end of this form f the FAX.				
ECM Access Req Acct Adjustment Tool		User's Profile					
Misc Obl Tool WCF Data Entry	Please enter your Lotus Notes Shortname, if you have one: rperry02	! P	lease change incorrect data.				
<u>POSS Access</u> Special Requests	Name: Rick Perry Ple	Date of Request: 1/22/2014					
Security Rules Agreement	EMail: rperry02@fs.fed.us	Telephone: 801-302-1299					
Print	Title: Information Technology Specialist						
	Agency, Region, Unit (i.e. 11, 13, 28);	Agency	Region/Station/Area	Forest/Unit			
		11	25 -	02 -			
	V Federal Employee	Social Security Number: (i.e.GovTrip)	Required only when requesting access to a USDA system				
	Check if you are on Detail	Please enter expiration date:	Select Year * Select Month * Select Date *				
	Type of Access: Permanent Access Temporary Access Emergency Access	mpleted for all users requesting ten	nporary or emergency access.				
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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.

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	Miscellaneous Obligation Submission Tool	0	0	0	۲	
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	Claims Information System (Field Users)	0	0	O	۲	
	Claims Information System (ASC Staff)	0	0	O	۲	
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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.

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SQLServer Access Req	Complete this section	FMMI Access Request on if FMMI Add or Modify was selected on page 2.						
Gov Trip Applications		Role						
ECM Access Req Acct Adjustment Tool	Please select a role:	Non-Approving -						
Misc Obl Tool WCF Data Entry	Type of FMMI Profile							
POSS Access Special Requests	Please select a FMMI profile:	ASC_TECH_SUPPORT_REPORTING						
Security Rules Agreement	FMMI Profile Description:							
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	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							
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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.

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

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PUSs Access • Safeguard the information to which you have access at all times. Special Requests • Obtain your supervisor's winten approval prior to taking any FS sensitive information home or otherwise away from the office. The supervisor's approval must identify the business necessity for removing such information from the FS facility. Agreement • Adhere to the security policies and procedures when approval is granted to take sensitive information home or away from the office.
2. The system is intended for official government use only. At all times, users are expected to behave in an ethical, technically proficient, informed, and trustworthy manner.
3. The system may not be used for commercial purposes, for financial gain, or in support of "for profit" non-government activities. Users may not access, research, or change any account, file, or record not required to perform their official duties.
4. The government reserves the right to monitor the activities of any user and/or any machine connected to the Forest Service network. All users of the systems are required to participate in the Forest Service wide annual security training and read and adhere to security information pertaining to the financial system hardware and software
5. The FS financial systems and the information contained within are the property of the federal government. The Forest Service owns the data stored on these systems, including all messages and information, even those deemed personal.
6. No data may be transmitted on the system that is more sensitive than the level for which that system has been approved. Do not send or store government information on a commercial email site.
7. Information that was obtained via FS Financial Systems may not be divulged outside of government channels without the express, written permission of the system owner. Do not use sensitive information for equipment or program test purposes. Vendors should be escorted and monitored while performing maintenance duties.
8. Any activity that would discredit the agency, including, but not limited to, seeking, transmitting, collecting, or storing defamatory, discriminatory, sexually explicit, obscene, harassing, or intimidating messages or material, is prohibited. Suspected incidents of improper or inappropriate use of FS systems/equipment are subject to disciplinary action which may include loss of user, disciplinary or adverse actions, criminal penalty, and/or financial liability.
9. Any activity that violates federal laws for information protection (e.g., hacking, phishing, spamming, etc) is prohibited. Violations will be turned over to the appropriate federal law enforcement organization for prosecution.
10. FS user accounts are provided solely for the use of the individual for whom they were created. Passwords or any other authentication mechanism should never be shared or stored any place easily accessible. Sharing of user accounts is grounds for terminating system access. Password distributions and refreshment must be done securely. If stored, a password may not be stored in a clear-text or readable format and cannot be stored on a commercial email site.
11. Per FS Policy, financial systems have the following password format requirements: Passwords must be at least alphanumeric characters in length, and contain a mix of three of the following four character types:
 English upper case letter (A, B, C, etc.) English lower case letter (a, b, c, etc.) Special character, including {}, {], [], (, < >, :, ', ", ?, /, [, `, ~, !, @, #, \$, %, ^, &, *, _, -, +, = Arabic number (0, 1, 2, 3, etc.)
12. Passwords cannot be any of the following:
 Dictionary words or common names, such as Betty, Fred, Rover Portions of associated account names, for example, user ID, login name Consecutive character strings, such as abcdef, 123456 Simple keyboard patterns, such as adgin, qwerty Generic passwords, such as a sadgin, qwerty Generic password, "ice_p. P@soword1"
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The user reads the Statement of Personal Responsibilities.

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13. Passwords must be changed every 90 days at a minimum. Users must change their password if there is cause to believe that their password is known by someone else. Password and login information should never be incorporated into automatic scripts or routines. Users must log off/sign off or close the active browser window if they go to lunch, go on break, or otherwise leave the room where the application is located.
14. Password may not be reused. Password history will prevent users from using the same password from previous password changes.
15. After three invalid password attempts, the user account will be locked. The user must visit the appropriate Help Desk in person for identification verification and to unlock the account.
16. The information owner must approve and authorize the employee's level of access in writing via documented account management procedures.
17. The unauthorized acquisition, use, reproduction, transmission, or distribution of any controlled information including computer software and data, that includes privacy information, copyrighted, trademarked or material with other intellectual property rights (beyond fair use), pre-public release information such as economic indicators, proprietary data, or export controlled software or data is prohibited. All use of copyrighted software must comply with copyright laws and license agreements. Users are prohibited from installing or using unathorized software on Forest Service computers, without their supervisor's permission and without scanning it for viruses. Users must comply with local office policy on the use of antiviral Software.
18. Remote off-site (e.g., dial-in) access to a computer system must be approved and authorized in writing by the appropriate management authority and the system owner.
19. Authorized users do not have a right, nor should they have an expectation, of privacy while using any government office equipment at any time.
20. Only devices that are formally certified and approved by the system owner shall be connected to systems on the FS network. At no time should personally-owned equipment be connected to the system. Users may not move equipment or exchange system components without prior authorization functions and manager's approval. Users must also agree to protect Forest Service from hazards such as liquids, food, smoke, staples, paper clips, etc. Magnetic media must be protected from exposure to electrical currents, extreme temperatures, bending, fluids, smoke, etc.
21. Any security problems or password compromises must be reported immediately to the senior agency information security manager in accordance with the governing agency policy on reporting incidents. Users should never assume that someone else has already reported an incident. The risk of an incident going unreported far outweighs the possibility that an incident is reported more than once.
22. Federal law provides for punishment under Title 18, U.S. Code, including a fine and up to 10 years in jail for the first offense for anyone who commits any of the following violations:
 Knowingly accesses an information system without authorization, or exceeds authorized access, and obtains information that requires protection against unauthorized disclosure. Intentionally, without authorization, accesses a government information system and impacts the government's operation, including availability of that system. Intentionally accesses a government information system without authorization, and alters, damages, or destroys information therein. Prevents authorized use of the system or accesses a government information system without authorization, or exceeds authorized authorized access, and obtains anything of value.
23. When the user no longer has a legitimate need to access the system, the user must notify the information owner immediately in writing so that access can be terminated.
IMPORTANT NOTICE: To complete this request you must indicate your agreement to abide by these rules.
Failure to indicate agreement will result in your request not being submitted.
The printed Security Request Form may contain your Social Security Number.
This PII data is required for GovTrip and NFC so each user should take the responsibility to protect it.
ASC Security protects your data, both electronically and hardcony
I AGREE @ Yes \bigcirc No
Clicking the "Finish" button will cause the data from this Form to be entered into the ASC B&F IT Security database and the entire form to be displayed to you for printing. The format for printing assumes one inch margins. Please check the Page Setup in your browser before printing to insure the margins are set correctly.
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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.

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ECM Access Req Acct Adjustment Tool Misc Obl Tool	other NFC systems contain data concerning individuals and commercial entities which is private or sensitive in nature. I a for unauthorized purposes, including those that result in the intrusion of the privacy of an individual or a commercial entity, proprietary information. I agree not to share my access ID and/or password with others. I agree not to alter data in any FRIs information system, for purposes of personal benefit or those that could result in theft or misuse of public funds.	agree not to use the information in thes , or the unwarranted disclosure of perso S document or table, or data elements i	e systems mal or n any NFC
WCF Data Entry POSS Access	Signature of Applicant:	Date:	
Special Requests Security Rules	User's Supervisor - I certify that the user has received security instructions for the systems and/or applications as indicate and/or applications, and the associated profiles.	ed, and I approve his/her access to these	a systems
Agreement	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 November 22, 1943 and 5 U.S.C. 301. The primary purpose of requesting the Social Security Number (SSN) is to properly similar names and the furnishing of the SSN will enable USFS to identify authorized users of USDA's computer systems. employees who have a need for the information in the performance of their official duties. The information will not be discl other information is mandatory. Failure to provide the requested information will result in the denial of the requested comp	er is authorized by Executive Order 9397 i dentify the employee. Many employees The information will be used by offices i losed outside USDA. Disclosure of your outer access authority. Previous Page	of : have and SSN and inish
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The user verifies their supervisor's name, and adds their telephone number, and clicks Finish.

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U.S. Forest Service		1215	18	02/20)07)
	- /		(DMB 0596-0204(Exp 2/	2014)
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FAX ea	ch request individually to ASC at 1-866- Do not use a cover page.	342-3441 .			
Name: Rick Perry		Date of Request: 1/	22/2014		
EMail: rperry02@fs.fed.us		Telephone: 80	01-302-1299		
Title: Information Technology Specialist	1				
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Check if you are on Detail	Please enter expiration date:				
Type of Access: Permanent Access					
5000 C	Access Requested				
FMMI	ADD				
The following statement must be read and signed by the individual being design individuals and commercial entities which is private or sensitive in nature. I agree not to use commercial entity, or the unwarranted disclosure of personal or proprietary information. I ag NFC information system, for purposes of personal benefit or those that could result in the fit of the sensitive set of the	ated for access. I HEREBY acknowledge the information in these systems for unauthor ree not to share my access ID and/or passwoor misuse of public funds.	the following: I recognize zed purposes, including the rd with others. I agree not t	that FFIS and all other NFC ose that result in the intrusi to alter data in any FFIS do	systems contain data concerning on of the privacy of an individual o cument or table, or data elements i	ora in any
Signature of Applicant			Date:		
User's Supervisor - I certify that the user has received security instructions for the associated profiles.	systems and/or applications as indicate	l, and I approve his/her a	access to these system:	s and/or applications, and the	
Supervisor's Name: Patricia A Weaver			Telephone: 123-456-7	390	
Signature of Applicant's Supervisor:			Date:		
Signature of ASC Security Administrator:			Date:		
	PRIVACY ACT NOTICE	1			
In compliance with the Privacy Act of 1974, the following information is provided: Solicitation requesting the Social Security Number (SSN) is to properly identify the employee. Many employ will be used by orffices and employees who have a meed for the information in the performance provide the requested information will result in the denial of the requested computer access auth	n of your Social Security Number is authorized by yees have similar names and the furnishing of th of their official duties. The information will not ority.	r Executive Order 9397 of N e SSN will enable USDA to id be disclosed outside USDA. I	November 22, 1943 and 5 U. Sentify authorized users of U Disclosure of your SSN and o	S.C. 301. The primary purpose of \$DA's computer systems. The info ther information is mandatory. Fai	rmation ilure to
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	Role Non-Approving	Role FMMI Profile Non-Approving ASC_TECH_SUPPORT_REPORTING	Role FMMI Profile Profile Description Non-Approving ASC_TECH_SUPPORT_REPORTING The profile selected will be issued. For a list of FMMI Profiles, please request instructions from ASC Security See the 'FMMI Profile's section of the Tech Support and Security page For modifications to profiles, please request instructions from ASC Security	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 profile, please request instructions from ASC Security 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.

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		EMail: rperry02@fs.fed.us		Telephone:	801-	302-1299		 Send Files
		Title: Information Technology Specialist						 Store Files
			Agency	Region/Stat	tion/Area	Unit		
		Agency, Region, Unit (i.e. 11, 13, 28):	11	25		02		
		Federal Employee	Social Security Number	:				
		Check if you are on Detail	Please enter expiration date:					
		Type of Access: Permanent Access		1				
		EMMU	Access Requested					
		FMMI	Agreement					
		The following statement must be read and signed by following: I recognize that FFIS and all other NFC syste sensitive in nature. I agree not to use the information in to of the privacy of an individual or a commercial entity, or my access ID and/or password with others. I agree not to system, for purposes of personal benefit or those that co	the individual being desig ms contain data concerning hese systems for unauthorit he unwarranted disclosure o o alter data in any FFIS docu uld result in theft or misuse of	pnated for acces individuals and o ted purposes, inc of personal or pro ument or table, or of public funds.	ss. I HEREBY commercial e cluding those oprietary infor r data elemen	f acknowledge the ntities which is private or that result in the intrusion mation. I agree not to share tts in any NFC information		
		Signature of Applicant:			Date:			
		User's Supervisor - I certify that the user has receir and I approve his/her access to these systems and	ved security instructions f d'or applications, and the	for the systems associated pro	s and/or app ofiles.	lications as indicated,		
		Supervisor's Name: Patricia A Weaver			Telephone	123-456-7890		
		Signature of Applicant's Supervisor:			Date:			
		Signature of ASC Security Administrator:			Date:			
		PR In compliance with the Privacy Act of 1974, the following inf order 9397 of November 22, 1943 and 51U.S.C. 301. The prin employee. Many employees have similar names and the furnis systems. The information will be used by offices and employe information will not be disclosed cutside USDA. Disclosure o will result in the denial of the requested computer access auth methods of the system of the system of the system of the system. This is a test request, please disregard.	IVACY ACT NOTI ormation is provided Solicitati nary purpose of requesting the bi- hing of the SSN will enable US es who have a need for the info fyour SSN and other information riv. Special Request	ICE ion of your Social Social Social Security Nu SDA to identify au ormation in the per ion is mandatory. I	Security Numb mber (SSN) is thorized users formance of th Failure to prov	tor is authorized by Executive to properly identify the of USDA's computer eir official duties. The ide the requested information		
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