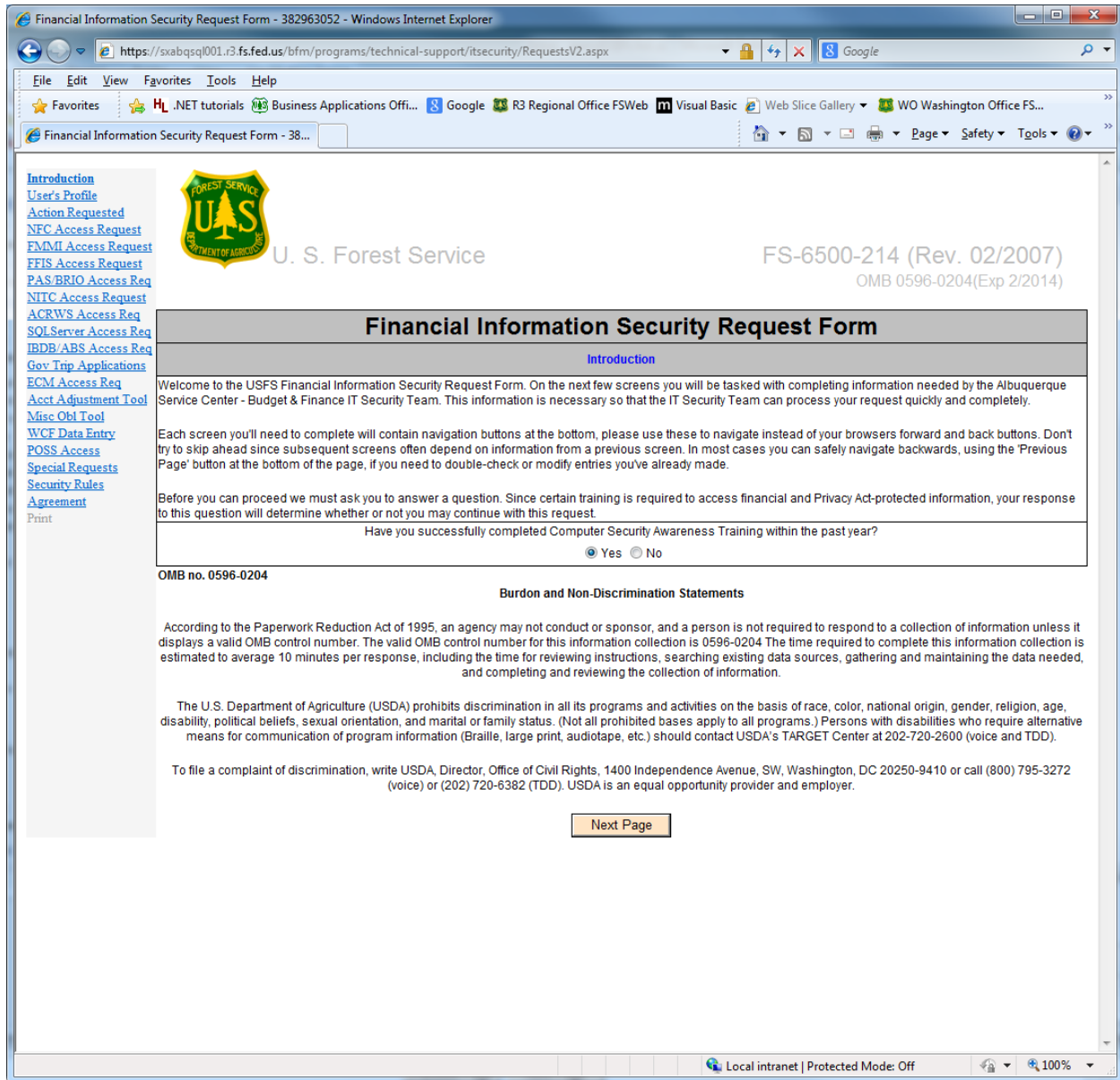


This document contains screen shots of the process a user would follow to obtain access to the FMMI financial system that USDA uses.



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.

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

The screenshot shows a web browser window displaying the 'Financial Information Security Request Form' (FS-6500-214). The browser's address bar shows the URL: https://sxabqsl001.r3.fs.fed.us/bfm/programs/technical-support/itsecurity/RequestsV2.aspx. The page header includes the U.S. Forest Service logo and the text 'U. S. Forest Service' and 'FS-6500-214 (Rev. 02/2007) OMB 0596-0204(Exp 2/2014)'. The main title of the form is 'Financial Information Security Request Form', with a sub-instruction: '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.' The 'User's Profile' section is highlighted in yellow and contains the following fields and options:

- Name:** Rick Perry (with a note: 'Please include middle initial if applicable')
- 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: 11, Region/Station/Area: 25, Forest/Unit: 02
- Federal Employee** (with a note: 'Social Security Number: [] Required only when requesting access to a USDA system (i.e. GovTrip)')
- Check if you are on Detail** (with a note: 'Please enter expiration date: [] [] []')
- Type of Access:**
 - Permanent Access
 - Temporary Access
 - Emergency Access

At the bottom of the form, there are two buttons: 'Previous Page' and 'Next Page'. The browser's status bar at the bottom indicates 'Local intranet | Protected Mode: Off' and '100%' zoom.

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

Action Requested						User ID (if current user)
System	Add	Modify/ Reinstate	Remove	NA		
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://svxabqsl001.r3.fs.fed.us/bfm/programs/technical-support/itsecurity/RequestsV2.aspx

File Edit View Favorites Tools Help

Financial Information Security Request Form - 62...

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[FMMI Access Request](#)
[FFIS Access Request](#)
[PAS/BRIO Access Req](#)
[NITC Access Request](#)
[ACRWS Access Req](#)
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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:

Type of FMMI Profile

Please select a FMMI profile:

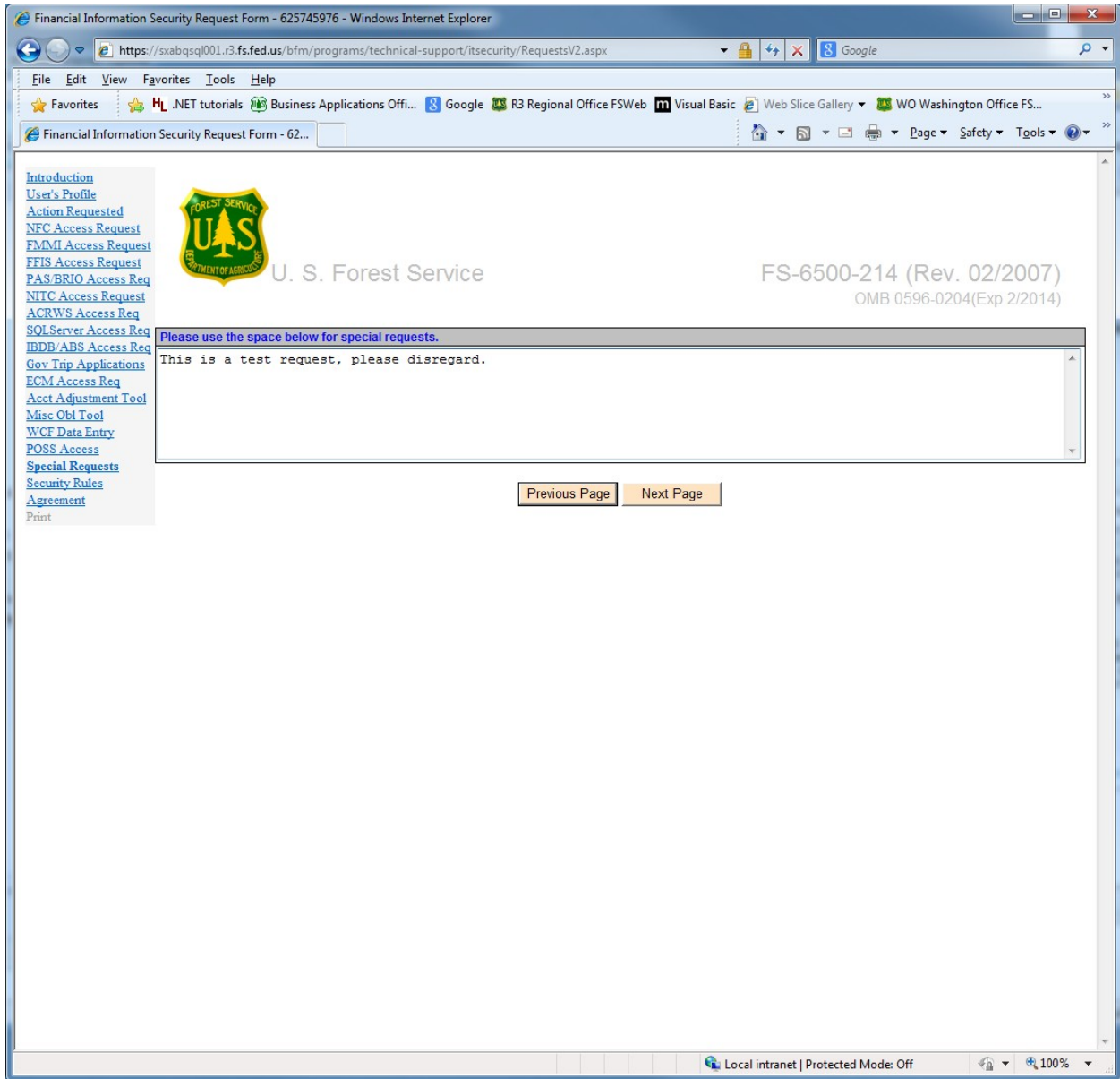
FMMI Profile Description:

FMMI Profile Description

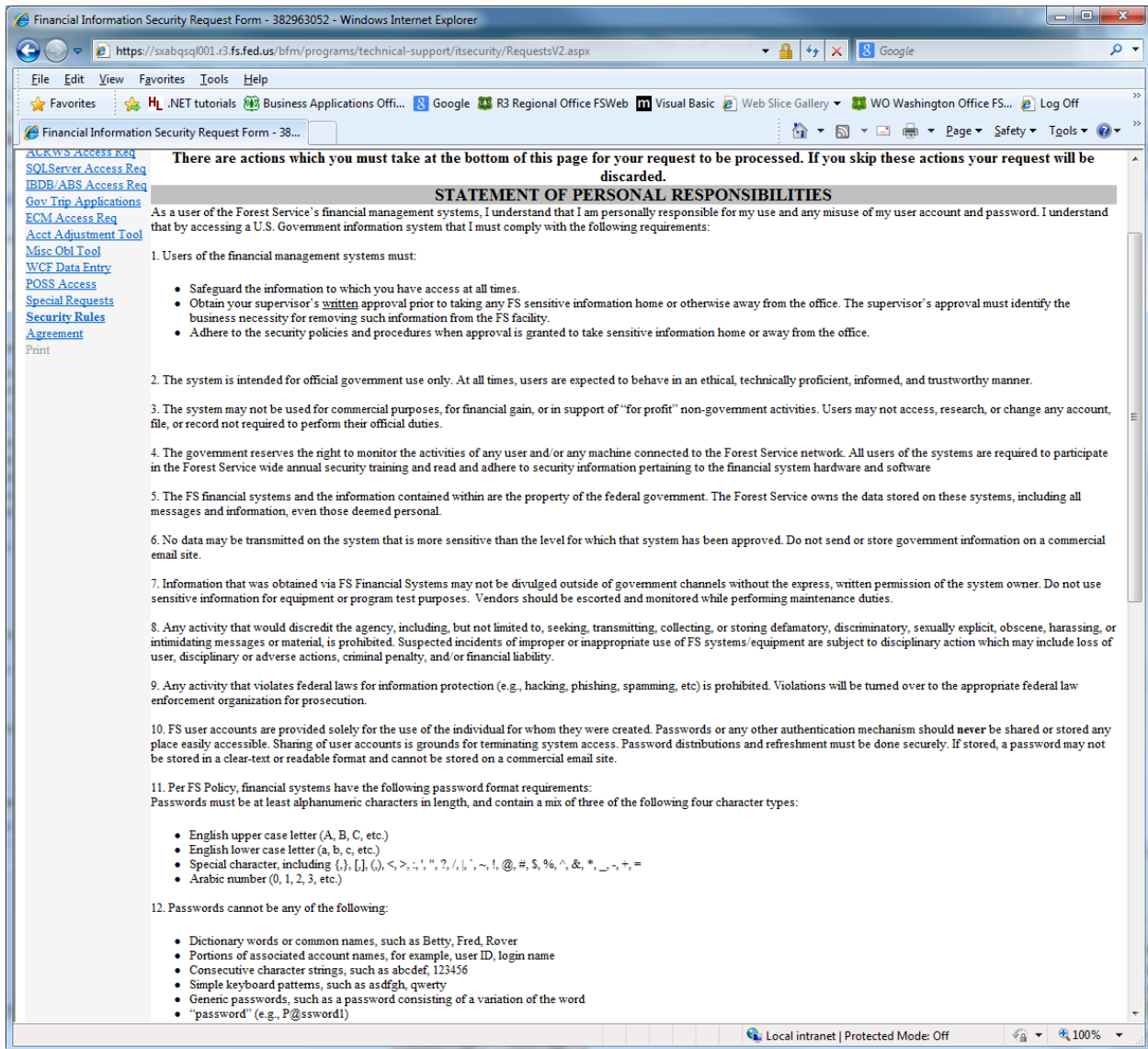
The profile selected will be issued. For a list of FMMI Profiles, please see the 'FMMI Profiles' section of the Tech Support and Security page. For modifications to profiles, please request instructions from ASC Security

Done Local intranet | Protected Mode: Off 100%

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.



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.

Financial Information Security Request Form - 382963052 - Windows Internet Explorer

https://sxabqsgj001.i3.fs.fed.us/bfm/programs/technical-support/itsecurity/RequestsV2.aspx

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Financial Information Security Request Form - 38...

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 unauthorized software on Forest Service equipment. FS financial system users may not use freeware, shareware or public domain 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 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 hardcopy.

I AGREE Yes 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.

Previous Page Next Page

Local intranet | Protected Mode: Off

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

File Edit View Favorites Tools Help

Financial Information Security Request Form - 62...

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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.

Previous Page Finish

Done Local intranet | Protected Mode: Off 100%

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

Form as printed by user.

security request sample-140122.pdf - Adobe Reader

File Edit View Window Help

1 / 2 80.5%

Tools Sign Comment

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
Signature of Applicant's Supervisor:	Date:
Signature of ASC Security Administrator:	Date:

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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

Sign In

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Select File

Send Files

Store Files

security request sample-140122.pdf - Adobe Reader

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Tools Sign Comment

Page 2 of 2

Financial Information Security Request Form - 382963052

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

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Select File to Convert to PDF:

Select File

Send Files

Store Files

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