



STATE OF WASHINGTON

## OFFICE OF FINANCIAL MANAGEMENT

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June 9, 2014

**TO:** Agency Fiscal Officers  
**FROM:** Wendy Jarrett, Assistant Director Accounting Division  
**SUBJECT:** AFRS Data Security Project – Access Levels 1 and 2

Thank you for your continued participation as we begin the process to assign security access as part of the AFRS data security project. This memo covers access levels, the Users spreadsheet, processes, forms, and training. Forms and files are linked below and also located on the Data Access page of the OFM Resource site <http://www.ofm.wa.gov/resources/dataaccess.asp>.

### **Access Levels**

As explained briefly below and in further detail in the [May 1, 2014 email](#), there will be three levels of access.

**Access Level 1:** This is the same level of access each user has today. A [Non-Disclosure Agreement](#) (NDA) and [User Access form](#) are required. Except for OFM, SAO, DES, Legislative Agencies, and OST, a user must have a valid business need and document it on the User Access form.

**Access Level 2:** As long as a user does not choose an Enterprise Reporting Standard Report (ER) or write a Web Intelligence (Webi) query that includes vendor fields, this is the same level of access each user has today. In ER, vendor fields are vendor name and number. In Webi, vendor fields are vendor name, number and address, UBI#, and a couple of ProviderOne fields. If vendor fields are included, reports and queries are limited to data from agencies in each user's group, found in the [Group List](#).

An [NDA](#) and [User Access form](#) are required but a business need is not required on the User Access form.

**Access Level 3 (Default Level):** As long as a user does not choose an ER report or write a Webi query that includes vendor fields (listed in Access Level 2 above), this is the same level of access each user has today. If vendor fields are included, reports and queries are limited to data from each user's agency. Neither a User Access form nor NDA is needed. On September 5, 2014, access will default to Level 3 if requirements for Access Level 1 or 2 are not met.

### **The Users Spreadsheet**

Attached is a [User's spreadsheet](#) that lists each user by agency, along with a potential access level, last logon date, and blank columns for access level assigned, logon ID and signature. The spreadsheet is used in the **Alternate Process** below.

In addition, the agency administrator is encouraged to use the spreadsheet to verify each user still needs access to ER and Webi, especially those with “None” in the last logon date column. It is not only important to assign an appropriate access level for each user, it is also important to revoke access security when it is no longer needed or modify it as user business needs change. If a user no longer needs access, the agency administrator should filter the spreadsheet for the appropriate agency, print the spreadsheet, line out the user(s) whose access should be revoked, fill in the logon ID if known, and sign in the signature column. Copy, scan, and email the spreadsheet to DES. This can be done in conjunction with the Alternate Process below.

### **Standard Process to Assign Security for Levels 1 and 2**

1. The agency director designates an agency administrator and sends the original [Agency Administrator form](#) to DES. The agency administrator should be familiar with user business needs.
2. Each user fills out and signs an NDA, which stays at agency.
3. Each user fills out and signs a User Request form that includes the level of access requested (Level 1 pre-approved, Level 1 not pre-approved, or Level 2). If the level requested does not match the pre-approved level on the Group List, the user also fills in the business need.
4. The agency administrator signs the request, scans the form, and emails it to DES, including “Security Access for Agency x” in the subject line, where “x” is the administrator’s agency.
5. If the access matches the Group List, DES assigns access.
6. If access does not match, DES emails the form to OFM for approval and, following approval by OFM, assigns the requested access.
7. DES emails the user and agency administrator confirming access.

### **Alternate Process to Assign Security for Level 1 if Pre-approved and Level 2**

1. If a user requests Access Level 1 but is not on the pre-approved Group List, the user must follow the Standard Process above. This alternate process is only valid for initial set-up for Level 1 if pre-approved and Level 2 access prior to September 5, 2014.
2. Follow Steps 1-2 on the Standard Process.
3. The Agency Administrator accesses and copies the ER Users spreadsheet, filters for the agency, assigns access levels to each user in the security access level assigned column, and prints the list.
4. Each user fills in the logon ID and signs the ER Users spreadsheet in the signature column.
5. The agency administrator signs one User Access form, writes “See Attached” on the Requester Name line, scans the form and spreadsheet, and emails both to DES.
6. DES verifies the access matches the Group List and assigns access.
7. DES emails the agency administrator confirming access. The agency administrator notifies the users.

### **Training**

DES and OFM will provide training June – August as requested. If your agency needs further instruction, please contact Kim Thompson at 725-0224 or [kim.thompson@ofm.wa.gov](mailto:kim.thompson@ofm.wa.gov).

### **Next Steps**

Revised AFRS security will be deployed September 5, 2014. On an ongoing basis, agencies will request that access be granted and revoked when (1) users enter and leave agency employment or (2) business needs of users change requiring different access.

If you have any questions about the ER Users spreadsheet, please contact Ben Guyer at [Benjamin.guyer@ofm.wa.gov](mailto:Benjamin.guyer@ofm.wa.gov). If you have other questions, please contact Kim Thompson at 725-0224 or [kim.thompson@ofm.wa.gov](mailto:kim.thompson@ofm.wa.gov).