

---

# Mississippi Management and Reporting System

---

## Department of Finance and Administration

<b>MMRS Policies and Procedures</b>		
1077	MMRS Security Contact Maintenance Procedures	Revision Date: 08/27/2015
		Version:10

## Table of Contents

1. Introduction .....	3
2. Scope .....	3
3. Security Form Location.....	3
4. Security Overview .....	3
5. Security Contacts and Responsibilities .....	4
6. Instructions for Completing the MMRS Security Contact Maintenance Form .....	5

## 1. Introduction

This document provides instructions for completing the MMRS Security Contact Maintenance Form (1076), an interactive form. Agencies are required to submit new forms each year upon request by MMRS.

## 2. Scope

This document gives an overview of how security is handled for the statewide applications maintained by MMRS. In addition to providing instructions for completing the interactive MMRS Security Contact Maintenance Form, this document also defines the roles and responsibilities of a security contact and explains who must sign-off on the information submitted on the form. The information in this document is to be used by the agency executive director or by the purchasing director for a university or community college when completing the MMRS Security Contact Maintenance Form.

In addition, each appointed security contact who signs the MMRS Security Contact Maintenance Form should review this document to understand his/her responsibilities as a security contact.

## 3. Security Form Location

This security form and all other MMRS security forms can be found on the MMRS web site at: [www.mmrs.state.ms.us](http://www.mmrs.state.ms.us) > Security.

## 4. Security Overview

The MMRS Chief Systems Information Officer (CSIO) handles security oversight for the statewide applications of the Department of Finance and Administration (DFA), Mississippi Management and Reporting System (MMRS). All security requests must be submitted on the security form appropriate for the specific application and approved by the MMRS CSIO, or designee, before any action is taken to process the request. The MMRS statewide applications include the following:

- **MATA - Agency** Contracts Web Interface/Grants Web Interface
- PayMode (e-Payment)
- Statewide Payroll and Human Resource System (SPAHRS)
- Mississippi Enterprise Learning Management System (MELMS)
- NeoGov
- Mississippi Executive Resource Library and Information Network (MERLIN)
- Access Channel for Employees (ACE) Agency Administrator
- Asset Management (Protégé) for Asset and Fleet Management
- FMVIEW for report/print management for SPAHRS

## 5. Security Contacts and Responsibilities

To facilitate the maintenance of MMRS application security, each agency must designate a primary contact for each application utilized. It is recommended that the agency also name a secondary contact for each application to be utilized as a backup. The contact person(s) designated for an application will be responsible for completing all security forms and requests for that application area, and will be the point(s) of contact should MMRS have security related questions

The MAGIC Security Contacts are maintained online by the agency executive director in the Identity Management (IDM) system. There are 4 areas to be maintained: Fixed Assets, Fleet, Human Resources, and Finance & Logistics. You may contact the MMRS Security Department at [mash@dfa.ms.gov](mailto:mash@dfa.ms.gov) or call 601-359-1343, option 1, sub-option 3 for assistance.

The MATA (Agency Contract Web Interface and Grants Web Interface)/PayMode contacts are responsible for completing and signing all related security forms and requests for those two application areas. The SPAHRS/NeoGov/MELMS contacts are responsible for completing and signing all related security forms and requests for those three application areas. The ACE Security Contacts are responsible for completing and signing the ACE Agency Administrator Security Form. The Asset Management (Protégé) Property Officer is the security contact for the Asset Management application.

These contacts may be the same for all applications or they may be different depending on the application. Larger agencies may wish to appoint one contact person for each of the larger divisions within their organization for each of the applications. To facilitate the handling of SPAHRS/NeoGov/MELMS security related issues, agencies should consider appointing at least one security contact from the human resources area and one from the payroll area.

Each agency is responsible for notifying MMRS of changes to its list of designated security contacts by submitting a new *#1076 MMRS Security Contact Maintenance Form*.

Each of the FMVIEW security contacts has an additional responsibility regarding the oversight of the TPX user ids assigned to the agency's designated users of FMVIEW. Since MMRS does not assign or maintain TPX user ids for other agencies, it is the responsibility of the security contact to ensure that these ids are revoked if the user leaves the agency and to request that MMRS delete the FMVIEW access for that TPX user id using the FMVIEW User Maintenance form. Additional information can be found in 4104 FMVIEW User Maintenance Form Procedures at [www.mmrs.state.ms.us](http://www.mmrs.state.ms.us) > Security > FMVIEW.

The MMRS Security Contact Maintenance Form must be signed by the agency executive director or by the purchasing director for a university or community college. ***A new contact maintenance form must be submitted to MMRS when a new agency executive director or new purchasing director takes office.*** In addition, each appointed security contact must sign the MMRS Security Contact Maintenance Form for their authorized application and provide a telephone number and internet email address.

MMRS requires a Security Contact Maintenance Form to be on file for all applications used by the agency, university, or community college prior to accepting requests to set up individual user application security via the appropriate security forms. These user security forms are listed below and can be found on the MMRS web site at [www.mmrs.state.ms.us](http://www.mmrs.state.ms.us) > Security.

ACE	2504 ACE Agency Administrator Security Form
FMVIEW	4103 FMVIEW User Maintenance Form
NeoGov	2320 NeoGov Security Maintenance Form
MATA	2008 Agency Contracts Web Interface Security Maintenance Form 2042 Grants Web Interface Security Maintenance Form
MELMS	2801 MELMS Agency Administrator Security Maintenance Form
MERLIN	MERLIN User Information Form (electronic form on MMRS website)
PayMode	2055 PayMode e-Payment Management Agency Maintenance Form 2057 PayMode e-Payment Management User Profile Maintenance Form
Asset Management	2375 Asset Management (Protégé) Security Maintenance Form
SPAHRS	2103 SPAHRS Security Profile Maintenance Form

Copies of all MMRS Security Contact Maintenance and user application security forms are kept on file at MMRS.

The MMRS Security Contact Maintenance Form may be faxed to the MMRS CSIO at (601) 359-6551, e-mailed to [MASH@dfa.ms.gov](mailto:MASH@dfa.ms.gov) (with *Security Contact Form* in the subject line), or sent via mail or HANDMAIL to:

MMRS Chief Systems Information Officer  
Department of Finance and Administration  
Regions Plaza  
210 East Capitol Street, Suite 1400  
Jackson, MS 39201

## 6. Instructions for Completing the MMRS Security Contact Maintenance Form

This form is interactive. The blank form can be printed and completed/signed; completed online and electronically signed; or completed online and printed for signatures. The form must be signed, where applicable, by each contact and returned to MMRS. The form will not be processed if signatures are left blank.

Please complete additional forms, as needed, if you wish to designate more than one backup contact for specific applications.

<b>Agency Information</b>	
<b>Agency Name</b>	Enter the official name of the agency/university or community college name.
<b>Agency Address</b>	Enter the agency/university or community college address.
<b>Agency Phone</b>	Enter the agency/university or community college telephone number.
<b>MATA Agency Contract/Grants/PayMode</b>	
<b>Primary Contact</b>	Circle ADD or CHANGE or DELETE, or choose from the dropdown box.
Name	<b>Print</b> or type the name of the primary contact.
E-mail	Print or type the internet e-mail address of the primary contact.
Phone	Print or type the phone number of the primary contact.
Contact Signature	Signature of the primary contact.
<b>Backup Contact</b>	Circle ADD or CHANGE or DELETE, or choose from the dropdown box.
Name	<b>Print</b> or type the name of the backup contact.
E-mail	Print or type the internet e-mail address of the backup contact.
Phone	Print or type the phone number of the backup contact.
Contact Signature	Signature of the backup contact.
<b>SPAHRs/MATA Agency/Contracts/NeoGov/MELMS</b>	
<b>Primary Contact</b>	Circle ADD or CHANGE or DELETE, or choose from the dropdown box.
Name	<b>Print</b> or type the name of the primary contact.
E-mail	Print or type the internet e-mail address of the primary contact.
Phone	Print or type the phone number of the primary contact.
Contact Signature	Signature of the primary contact.
<b>Backup Contact</b>	Circle ADD or CHANGE or DELETE, or choose from the dropdown box.
Name	<b>Print</b> or type the name of the backup contact.
E-mail	Print or type the internet e-mail address of the backup contact.
Phone	Print or type the phone number of the backup contact.
Contact Signature	Signature of the backup contact.
<b>MERLIN</b>	
MERLIN Agency/User Information can be requested or updated online at: <a href="https://merlin.state.ms.us/merlinwk/MERLINSi.nsf?OpenDatabase">https://merlin.state.ms.us/merlinwk/MERLINSi.nsf?OpenDatabase</a>	
<b>ACE Agency Administrator</b>	
<b>Primary Contact</b>	Circle ADD or CHANGE or DELETE, or choose from the dropdown box.
Name	<b>Print</b> or type the name of the primary contact.
E-mail	Print or type the internet e-mail address of the primary contact.
Phone	Print or type the phone number of the primary contact.
Contact Signature	Signature of the primary contact.
<b>Backup Contact</b>	Circle ADD or CHANGE or DELETE, or choose from the dropdown box.
Name	<b>Print</b> or type the name of the backup contact.
E-mail	Print or type the internet e-mail address of the backup contact.
Phone	Print or type the phone number of the backup contact.
Contact Signature	Signature of the backup contact.

<b>Asset Management (Protégé)</b>	
The Asset Management contact information for agency property officers is maintained by the Office of the State Auditor.	
<b>FMVIEW SPAHRS</b>	
<b>Primary Contact</b>	Circle ADD or CHANGE or DELETE, or choose from the dropdown box.
Name	<b>Print</b> or type the name of the primary contact.
E-mail	Print or type the internet e-mail address of the primary contact.
Phone	Print or type the phone number of the primary contact.
Contact Signature	Signature of the primary contact.
<b>Backup Contact</b>	Circle ADD or CHANGE or DELETE, or choose from the dropdown box.
Name	<b>Print</b> or type the name of the backup contact.
E-mail	Print or type the internet e-mail address of the backup contact.
Phone	Print or type the phone number of the backup contact.
Contact Signature	Signature of the backup contact.
<b>Agency Authorization</b>	
Agency Director Name	<b>Print</b> or type the name of the agency executive director or university/community college purchasing director.
Agency Director E-mail	Print or type the internet e-mail address for the agency executive director or university/community college purchasing director.
Authorized Signature and agreement for SSN protection/use and MERLIN analyst user requirements	Signature of the agency executive director or university/community college purchasing director.
<b>Date:</b>	Enter the date the document was signed by the agency's director or the university/community college's purchasing director.
<b>Processed By:</b>	MMRS Use Only
<b>Date:</b>	