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# Mississippi Management and Reporting System

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## Department of Finance and Administration

MMRS Policies and Procedures		
3319	MAGIC Agency Executive Director Update Request Procedure	Effective Date: July 5, 2017
		Version: 1.0

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## **I. Introduction**

The Agency Executive Director Update Request for MAGIC form should be used to request changes and/or setup an agency's executive director information in MAGIC.

## **II. Scope**

The form should be completed by the MAGIC agency security contact and returned to the MMRS Call Center at [mash@dfa.ms.gov](mailto:mash@dfa.ms.gov) to request changes and/or setup an agency's executive director information in MAGIC.

## **III. How to Request Setup and/or Changes**

The document, "3320 MAGIC Agency Executive Director Update Request Form," must be used to request setup or corrections to the Executive Director information in MAGIC. It is the responsibility of the agency's authorized MAGIC Security Contact to complete all fields on the form. When it is completed and signed, it should be emailed to the MMRS Call Center at [mash@dfa.ms.gov](mailto:mash@dfa.ms.gov).