
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS Policies and Procedures		
2632	BRICKS Security Maintenance Forms Procedures	Revision Date: February 11, 2016
		Version: 4

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1. Introduction

This document outlines the procedures for completing the *#2631a*, *#2631b*, or *#2631c BRICKS Security Maintenance Forms* for the Building and Real Estate Information Collaborative Knowledge Solution (BRICKS) application of the Mississippi Department of Finance and Administration (DFA). The forms and instructions are located on the Mississippi Management and Reporting System (MMRS) website.

The specific form to be completed depends upon the access required within the BRICKS application, as defined in the following Scope section.

2. Scope

This document gives an overview of BRICKS security and administration, and provides instructions for completing each field on the *#2631a*, *#2631b*, and *#2631c BRICKS Security Maintenance Forms*. The BRICKS application supports the business processes of the DFA Bureau of Building, Grounds, and Real Property Management (BoB), and the Office of Capitol Facilities (OCF).

The appropriate BRICKS Security form must be completed for access to the BRICKS system by state and private sector entities doing business with either BoB or OCF.

The *#2631a BoB Project Management Security Maintenance Form* shall be used when access is required for an agency, institution or business to enter and/or view information related to construction and renovation projects managed by the BoB for the State of Mississippi.

The *#2631b BoB RPM Leasing Security Maintenance Form* shall be used when access is required by a state agency seeking approval to procure or renew leases with the private sector.

The *#2631c DFA Office of Capitol Facilities Security Maintenance Form* shall be used when access is required for a Capitol Complex tenant to enter a service work order via a unique tenant assigned User ID, or for a Capitol Facilities employee.

3. BRICKS Security Overview

Security for the BRICKS application is centrally maintained within DFA. BRICKS security utilizes the Security module within the Oracle Identity Manager software.

Each BRICKS user is assigned a User ID and given access to perform various functions in BRICKS, including entering and browsing data and running reports based on his/her security group.

For questions related to BRICKS security, contact the MMRS Call Center at 601-359-1343 (Option 1, Sub-option 7) or send an email to MASH@dfa.ms.gov, with BRICKS Security in the subject line.

4. BRICKS Security Administration

The MMRS CSIO or designee serves as the BRICKS Security Administrator.

All BRICKS security requests must be submitted on the proper form and approved by the appropriate BoB or OCF management before any action will be taken to process the request. Each request is subject to at least two levels of review.

The user's ID and password will be sent in separate emails directly to the user via the MASH Call Center email account. Logon instructions and Call Center information will be included in these e-mails. Upon completion, each security form is filed electronically.

4.1 BRICKS Generic Facility Reservation and Tenant Service Requests

4.1.1 State Facility Event Reservations

State facilities available for reservation by the general public can be reserved for events for a specific date and time within one year of the date of the reservation request. Available facilities are listed on the DFA home webpage (<http://www.dfa.ms.gov>) allowing all citizens the opportunity to reserve a State facility via BRICKS. When an event location is selected from the DFA home webpage (listed under **Reservations**), the events webpage for that location is presented. The events webpage provides a generic User ID for BRICKS login to submit a reservation request. The current password for the generic User ID is also provided (NOTE: This password is periodically updated by DFA). Also included on the events webpage is the link to instructions for completing a reservation request, the link to the reservation request portal, and a report of reservations already approved for the location.

4.1.2 Capitol Complex Service Requests

Tenants of any Capitol Complex facility are able to enter a service request for work in the Capitol Complex buildings or grounds. Entry of a service request is from the DFA home webpage (<http://www.dfa.ms.gov>) by selecting Work Order Requests below the **Capitol Complex** heading. The Work Order webpage provides a generic User ID for BRICKS login to submit a service request. The current password for the generic User ID is also provided (NOTE: This password is periodically updated by the DFA Office of Capitol Facilities). Also included on the Work Order webpage is the link to instructions for submitting a service request, the link to the service request portal, and the link to an instructional demonstration. Alternatively, the tenant organization may request to have a unique BRICKS User ID assigned to be used by their designated representative(s) to submit service requests to the Office of Capitol Facilities. In this case, the primary tenant representative is responsible for notifying the MMRS Call Center when their password needs to be reset.

5. Processing the BRICKS Security Form

The following steps are followed to process the security form:

Step Number	Responsible Person	Action
1.	BRICKS User	<ol style="list-style-type: none"> 1. Complete the appropriate interactive BRICKS Security Maintenance Form (2631a or 2631b) NOTE: 2631c is initiated by the Office of Capitol Facilities or a BRICKS Security Administrator. 2. Save a copy of the form. 3. Email the form to the address listed on the form with "BRICKS Security" in the subject line.
2.	Appropriate DFA Management	<ol style="list-style-type: none"> 1. Review the submitted form. 2. If approved, digitally sign the form and email to mash@dfa.ms.gov with "BRICKS Security" in the subject line. 3. If declined, notify requesting user of denial and discard the BRICKS Security Maintenance Form.
3.	BRICKS Security Administrator	<ol style="list-style-type: none"> 1. Review the form. 2. Make the necessary system updates per the BRICKS Primavera Security Procedures document. 3. Sign and date the security form. 4. When adding a new user; <ul style="list-style-type: none"> • Send the user an email providing the assigned User ID and blind copy (bc) the appropriate DFA staff per the BRICKS Primavera Security Procedures • Send the user a separate email providing the assigned password and logon instructions. 5. When deleting a user: <ul style="list-style-type: none"> • Send an email to the appropriate DFA staff per the BRICKS Primavera Security Procedures. 6. No additional actions are required when making a change for an existing user. 7. File the security form.
4.	BRICKS Administrators	<ol style="list-style-type: none"> 1. If new user: <ul style="list-style-type: none"> • Assign the user to the appropriate user group(s); • If a new Project Manager user, assign the user to the appropriate project(s).

6. Instructions for Completing #2631a, #2631b, #2631c BRICKS Security Maintenance Forms

Complete each section of the form as follows. An asterisk (*) indicates that the information is required. A separate form must be completed for each user.

Agency / Company Information	Provide the following information.
Agency / Company Name *	User's agency or company name
Maintenance Action *	Check one option: Add – Requesting to add a new BRICKS user Change – Requesting to change information for an existing BRICKS user Delete – Requesting to delete an existing BRICKS user

User Information	Provide the following user information.
Capitol Facilities employee* (form 2631c only)	Check one option: Yes – If user is a Capitol Facilities employee No – If user is not a Capitol Facilities employee
User Name*	User's name
Email Address *	User's email address
Phone Number*	User's telephone number
ACE-ID (If State Employee)	User's ACE-ID Number - required for all state employees.

DFA Management Approval	
Title (User Identifier): *	Company name to be listed on the User's Profile record – entered/assigned by the DFA Management
Approved by:	Signature of appropriate DFA Management or designee
Date:	Date form was signed by DFA Management or designee

DFA/MMRS Internal use only	
BRICKS Security Administrator	Name of BRICKS Security Administrator administering change
Date	Date form was processed.
Assigned User ID	BRICKS User ID