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# Mississippi Management and Reporting System

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## Department of Finance and Administration

MMRS Policies and Procedures		
3317	MAGIC Workflow Approver Role Request Procedure	Effective Date: 8/03/2021
		Version: 2.0

## **Introduction**

The MAGIC Workflow Approver Role Request form should be used to request changes and/or setup an agency's Supplier Relationship Manager (SRM) manager, fiscal, or asset approver information in MAGIC. The form also should be used for Enterprise Central Component (ECC) and Learning Solution (LSO) workflow approvers.

## **Scope**

The form should be completed by the agency 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 SRM, ECC, and LSO approver information.

## **Body**

To request a change and/or setup approver information in MAGIC, the agency will need to complete all fields at the top of the form. Depending on the type of approver being setup, the appropriate middle section of the form should be completed. The agency security contact should complete and sign the bottom part of the form.

The completed form should be emailed to the MMRS Call Center at [mash@dfa.ms.gov](mailto:mash@dfa.ms.gov).