

Maintenance Action (Select Only One)	User's Name		
	ACE User ID	Phone	
Add User		E-mail	
Update User		Agency Name	
Delete User		SPAHRs Agency Code(s) _____; _____; _____; _____; _____; _____ To add additional agency codes, go to page 2.	
Deletion date		MSPB, DFA / MMRS Only	All Agencies

Agency / Department Use Only			
Recruitment / Hiring Permissions		Approval Groups (Requisition and Hiring)	
Check one	Originator	Check all that apply	Human Resource Approver
	HR Liaison		Department Approver
Check all that apply	Hiring Manager		
	Rater		
	Create OHC Notice Templates		
	Send OHC Notices		

MSPB HCCP Use Only							
Recruitment Permissions (Check all that apply)							
(selection overrides Add, Update and Delete)	Read Only	Class Specs	Add	Update	Delete		
		Job Postings	Add	Update	Delete		
		Benefits	Add	Update	Delete		
		Requisitions		Update			
Additional Permissions (Check all that apply)							
View Confidential Information		View Personal Information		Draft Posting Checkbox Enabled			
Edit Applicant's Master Profile		Create / Edit Ad Hoc Reports Beta		Can Edit Active Job Postings			
Recruitment Requisition E-mail Notification (Choose One)							
Send notification only on recruitment requisition creation and when user's action is required							
Send notification at every step in the life of the recruitment requisition							

DFA/MMRS Use Only			
Read Only		System Admin	

Authorized SPAHRs Security Contact	
Name (Print or Type)	Phone
Signature	Date
Complete and return this form to: mash@dfa.ms.gov (Subject Line: <i>NeoGov</i>) Dept. of Finance and Administration / MMRS Robert Clark Building 301 North Lamar Street, Suite 400 Jackson, MS 39201 Fax Number: 601-359-6551	FOR MMRS USE ONLY: Processed Date _____ By _____

This page cannot be submitted separately. It must be submitted with the first page of document.

Additional SPAHRS Agency Codes	
User's Name	
ACE User ID	
Agency Name	
SPAHRS Agency Code(s)	_____

