

**Mississippi Management and Reporting System
Statewide Payroll and Human Resource System**

Confidential

Please Print or Type

<p>Type of Request (select one)</p> <p><input type="checkbox"/> Add New User _____</p> <p><input type="checkbox"/> Add 2nd ID for Existing User _____</p> <p><input type="checkbox"/> Update Profile – ID _____</p> <p><input type="checkbox"/> Delete User - ID _____</p> <p>Effective Date: ____/____/____</p> <p>*****</p> <p>Check environment(s): <input type="checkbox"/> Training <input type="checkbox"/> Production</p> <p>*****</p> <p>SPAHRS Agency Number: _____</p> <p>Agency Identification Code: _____</p>	<p>User Information</p> <p>User Name: _____</p> <p>E-Mail Address: _____</p> <p>PID: _____</p> <p>Phone: _____ ** CCB Analyst: Y N</p> <p>Fax: _____</p> <p>Agency Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>HANDMAIL: Y N</p>
<p>Enter the appropriate SPAHRS Security Group Code:</p> <p>_____</p>	<p>Does this user perform approvals? Y N</p>
<p>Check only one of the following security levels:</p> <p align="center">Level Description</p> <p><input type="checkbox"/> 1 Agency Only</p> <p><input type="checkbox"/> 2 Agency and any sub-agencies within Master Agency</p> <p><input type="checkbox"/> 3 Any SPB processed agency except SPB</p> <p><input type="checkbox"/> 4 Any SPB processed agency including SPB</p> <p><input type="checkbox"/> 5 All agencies</p> <p><input type="checkbox"/> 6A Specified sub-agencies (26 or less; do not have to be in the same Master Agency. Enter list on back of form.)</p> <p><input type="checkbox"/> 6B All agencies EXCEPT specified sub-agencies (26 or less; do not have to be in the same Master Agency. Enter list on back of form.)</p>	<p>Check one or more of the appropriate Notes and Comments Security Groups:</p> <p><input type="checkbox"/> AGENCY1 - All Agency Staff</p> <p><input type="checkbox"/> AGENCY2 - Agency Management Lower Level; Division</p> <p><input type="checkbox"/> AGENCY3 - Agency Management Upper Level; Bureau/Executive</p> <p><input type="checkbox"/> GENERAL - General Level for All to View (SPB and Agencies)</p> <p><input type="checkbox"/> RECOMM - Special Category for Class Comp Analyst's Recommendations</p> <p><input type="checkbox"/> SPB1 - All SPB Can View</p> <p><input type="checkbox"/> SPB2 - Class COMP and SPB Management</p> <p><input type="checkbox"/> SPP3 - SPB Management Only</p>

** For SPB Use Only

Security Level 6A or 6B Sub-Agency Codes:

Printer Information:

CICS Printer ID: _____ Desc/location: _____

Remote Printer ID: _____ Form: _____ Sysout Class: _____ Desc/location: _____

VPS Printer ID: _____ Form: _____ Sysout Class: _____ Desc/location: _____

Authorized SPAHRS Security Contact

Requested by: _____	Date: _____	Phone: _____
---------------------	-------------	--------------

For MMRS Internal Use Only

Approved By: _____	Date: _____
--------------------	-------------

SPAHRS Security Administrator: _____	Date: _____
--------------------------------------	-------------