

BEACON
Change Request Form Instructions
 November 2008

URGENT: At the top of the form, note if the request is urgent (e.g., requires a two-day response to meet a payroll-related issue and no one else in the office has access to perform that role.)

<p>Section 1 –Requestor Information:</p> <p>Please indicate Elaine Barnes as the Data Owner and your information for tracking and contact purposes.</p>	<p>Section 2-Employee Information:</p> <p>Complete with the requested employee’s information. Personnel number including leading zeros now required.</p>
<p>Section 3-Security Expiration Date: Indicate if the Change is temporary or permanent</p>	
<p>Section 4- Reason for Change Request: Check the reason for the change. “Other” reasons may include: Additional Security Access, Remove Security Access</p>	
<p>Section 5a- Training Required Roles Four (4) roles require training prior to gaining access in Beacon. Once the Change Request Form is entered in the Beacon Learning Management System, an automated notification of the class(es) scheduled will be sent directly to the core user.</p> <p>When a new staff member is a transfer from another Beacon agency, secure confirmation that the training was completed in the previous organization and note the dates on the form.</p>	
<p>Section 5b-Approver Roles Complete every column that is blank</p> <p>Security Org Unit is the unit(s) to which you have access or oversight. Workflow Org Unit is the unit(s) where your name will appear in the checklist as an actual approver. In most cases the data in both columns will be the same.</p> <p>DO NOT SELECT OSBM OR OSP ROLES.</p>	
<p>Section 5c-Position Role Change Requests This section provides a drop down box of all the remaining roles.</p> <p>Continue to forward all ESS & MSS activation requests to Marilyn Ragan and Judith Rounds. ESS w/time is permanently assigned to the designated positions. PO13 will reflect “ZESS Time User-Master” for these positions. MSS is designated by two (2) lines: MSS-All and MSS-Agency. When PO13 reflects this information, a Change Request Form is no longer required for new hires into these positions.</p> <p>When requesting additional roles/security, always verify current access using PO13.</p> <p>When adding a new role, remember to note ALL org units this person needs to view.</p> <p>Remember to list ALL roles when adding or removing an org unit for security access.</p> <p>Access to BI-Reports have now been added to the drop down menu.</p> <p>Please do not select any roles preceeded with the word “BEST”. They are intended for the Shared Services staff only.</p>	