

FSDW Security Access Process

This table outlines the security process for granting new users access, or modifying existing users' access, to the Financial Statements Data Warehouse (FSDW) via the FSDW Security Access Form. The FSDW Security Access Form is a Microsoft Excel file completed by the requesting user, the user's supervisor, and the Agency Security Administrator.

Step	Process
1	A user requiring new or modified access to FSDW works with his/her supervisor to complete the FSDW Security Access Form.
2	The supervisor sends the completed FSDW Security Access Form to the Agency Security Administrator.
3	<p>The Agency Security Administrator works with the FSDW Security Administrator to determine if the user has a FSDW ID.</p> <ul style="list-style-type: none"> • If the user has a FSDW ID, the Agency Security Administrator adds it to the Security Access Form. • If the user does not have a FSDW ID, the Agency Security Administrator populates the eAuthentication (eAuth) User ID field on the spreadsheet with the user's eAuth user ID. <p>NOTE: The Agency Security Administrator's signature is required on the form.</p>
4	The Agency Security Administrator initiates a service request in ServiceNow to add or modify FSDW user access, and attaches the Security Access Form.
5	<p>The ServiceNow service request is assigned to the Central Security Administrator (FSDW Security Team) for processing.</p> <p>If the user's eAuth ID was entered in lieu of a FSDW ID, the Central Security Administrator updates the Central Management Console (CMC) and applies the appropriate permissions.</p>
6	Once the user access is added or modified, the Central Security Administrator updates the ServiceNow service request with a resolution of "The access to FSDW has been provisioned."
7	After receiving the system-generated email indicating that the ServiceNow service request is closed, the Agency Security Administrator advises the user that the requested action has been taken.
8	The Central Security Administrator sends a courtesy email to the user once the access request is complete.
9	The user accesses FSDW using his/her eAuth credentials.