

mLINQS USER REQUEST FORM

Financial Management Services (FMS) and USDA employees must fill out this form in its entirety to request access to mLINQS. Email completed form to: COD.Security@USDA.GOV.

Section 1: User Information

1. Name (first, middle initial, last):
2. Organization:
3. Environment: Production Training/Test
4. Email:
5. User Status: New Current

If *training environment* is selected, skip to *User Acknowledgement* section and sign. Training role will be used when training environment is selected unless otherwise specified in *Comments*.

Section 2: Access Request

Select access request.

- | | |
|----------------------------------|----------------------------|
| Add New User (specify agencies): | Modify Organization |
| Delete User | Add (specify agencies): |
| Deactivate User | Remove (specify agencies): |
| | Modify User Role |

Comments:

Section 3: Agency Role

Select role if *Add New User* or *Modify User Role* is selected in the *Access Request* section.

- Authorization/Voucher Processor (Authorization Workflow Not Applicable)
- Authorization/Voucher Processor (Authorization Workflow Creator)
- Authorization/Voucher Processor (Authorization Workflow Approver)
- Voucher Entry Processor
- View Only

Note. User will be added to the voucher and RITA voucher workflows when the *Authorization/Voucher Processor* or *Voucher Entry Processor* system roles are selected.

Section 4: FMS Role

Select role if *Add New User* or *Modify User Role* is selected in the *Access Request* section.

Account Manager

Auditor

Voucher Auditor

FSIS Support

System Security

Voucher Entry Processor

Relocation Analyst

System Administrator

View Only

Relocation Supervisor

User Acknowledgment

I certify that the information provided is accurate and complete and that system access will only be used per USDA's prescribed policies and procedures.

User's Signature:

Date:

Authorizing Official

I approve this user's access to mLINQS.

Name (first, middle initial, last):

Title/Agency:

Email:

Authorizing Official's Signature:

Date:

Instructions

Section 1: User Information

- Enter the employee's full name.
- Enter the agency's acronym.
- Enter the employee's email address.
- Indicate if the access you are requesting is for the Production or Training/Test environment by checking the appropriate box. If the Training/Test environment is selected, skip to the User Acknowledgment section and sign. The Training/Test role will be assigned unless otherwise specified in Comments.
- Indicate if the access you are requesting is for a New or Current user by checking the appropriate box.

Section 2: Access Request

Select one of the access requests by checking the appropriate box. For some selections, enter the specific agencies' acronyms from dropdown.

- **Add New User.** Specify which organizations'/agencies' access is needed. Go to Section 3 and select the applicable role based on the employee's responsibilities.
- **Delete User.** Select if the employee has "View Only" access.
- **Deactivate User.** Select if the employee has access that allowed them to create authorizations and/or vouchers.
- **Modify Organization.**
- **Add.** Specify which organizations/agencies you would like to add to your current access.
- **Remove.** Specify which organizations/agencies you would like to remove from your current access.
- **Modify User Role.** Go to Section 3 and select the applicable role based on the employee's responsibilities.

Comments: Enter pertinent information, if applicable, to clarify.

Section 3: Agency Role

If Add New User or Modify User Role is selected in Section 2, select one of the roles in this section by checking the appropriate box. When the Authorization/Voucher Processor or Voucher Entry Processor system roles are selected, the user will be added to the voucher and RITA voucher workflows.

- **Authorization/Voucher Processor (Authorization Workflow Not Applicable):** role used to create, update, or delete a relocation or authorization; role also used to create or update a voucher and submit for audit.

- **Authorization/Voucher Processor (Authorization Workflow Creator):** role used to create, update, or delete a relocation and create an authorization for approval; role also used to create or update a voucher and submit it for audit.
- **Authorization/Voucher Processor (Authorization Workflow Approver):** role used to create, update, or delete a relocation and approve an authorization; role also used to create or update a voucher and submit it for audit.
- **Voucher Entry Processor:** role used to create, update, and approve a voucher for audit; role also used to view relocation, authorization, and supporting relocation documentation.
- **View Only:** role used to view relocation, authorization, voucher, and other supporting documentation. (Typically used by budget and branch level personnel.)

Section 4: FMS Role

FMS only will select a role if *Add New User* or *Modify User Role* is selected in *Section 2*. Select the appropriate role box. In *Comments* section, add additional information, if needed, to clarify the request.

- **Account Manager:** role used to add, change, and/or delete user account or role; role also used to reset and unlock a user's password.
- **FSIS Support:** role used to add, change, or delete relocations and authorizations for review and approval; role also includes the ability to add, change, and submit vouchers for audit.
- **Relocation Analyst:** role used to assist agencies in processing or resolving issues associated with establishing a relocation, and/or creating, modifying, or deleting authorizations and vouchers.
- **Relocation Supervisor:** role used to oversee agencies' relocation activities as well those same activities within FMS.
- **System Security Auditor:** role used to review and export audit records.
- **System Administrator:** role used to configure application based on agency-approved policy and procedures.
- **Voucher Auditor:** role used to audit agency-approved vouchers and submit to the accounting system for payment.
- **Voucher Entry Processor:** role used to create, update, delete, and submit a voucher for audit; role also grants access to view relocation, authorization, and supporting relocation documentation.
- **View Only:** role used to view relocation, authorization, voucher and other supporting documentation. (Typically used by budget and branch level personnel.)

Comments: Enter pertinent information to clarify any requests.

User Acknowledgment

The USDA employee must sign, using a wet or digital signature, to certify that the information provided on this form is accurate and complete and that their system access will only be used per USDA's prescribed policies and procedures.

Authorizing Official

The agency's approving official must:

- print their name;
- enter their title and agency's acronym;
- enter their email address;
- sign, using a pen or digital signature, to approve the access request.