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|  | State Agency SecurityRepresentative Form (ASR) |

The persons named are authorized to submit requests for the creation of new user ids, modification of user access, or terminate user access on the CORE PeopleSoft/Business Intelligence Systems. This authorization supersedes any previous written or oral authorizations.

Director name (please print):

Director’s Signature: Date:

**\* At least two persons per application must be named**

|  |  |
| --- | --- |
| **Agency Name/Number:** |  |
| **Mailing Address:** |  |
| **City, State, ZIP:** |  |

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| **Name/Title (Please Print):** |  |
| **Application Type:** | **[ ]  HCM** **[ ]  Financials** **[ ]  LEARN** **[ ]  AMANDA [ ]  Bus. Intelligence** |
| **Signature:** |  |
| **Office Telephone:** | **(** **)**  |
| **E-Mail Address:** |  |

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| **Name/Title (Please Print):** |  |
| **Application Type:** | **[ ]  HCM [ ]  Financials [ ]  LEARN [ ]  AMANDA [ ]  Bus. Intelligence** |
| **Signature:** |  |
| **Office Telephone:** | **(** **)**  |
| **E-Mail Address:** |  |

**Application Description:**

* HCM (Human Capital Management) - Access to HR, Benefits, Time and Labor, Payroll.
* Financials – Access to Accounts Payable, Accounts Receivable, Asset Management, Billing, Contracts, General Ledger, Grants, Inventory, Items, Procurement, Projects.
* LEARN – Access to enroll employees in LEARN courses.
* AMANDA – Access to AMANDA licensing application.
* Business Intelligence - Access to BI/ARRA reporting tool or Financial Analytics.