



**OKLAHOMA**  
Office of Management  
& Enterprise Services

Requesting Agency Name/Number \_\_\_\_\_  
 Division/Department/Unit \_\_\_\_\_  
 Date \_\_\_\_\_

**This request is for:**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Job Title \_\_\_\_\_ Employee ID# \_\_\_\_\_  
 Email address \_\_\_\_\_

Initial Set Up  Additional Access  Deletion of Access  De-Activate  Re-Activate

If this is to De-Activate, effective date of De-Activation: \_\_\_\_\_  
 Has user attended OMES LEARN Administrator Training?  Yes  No Date: \_\_\_\_\_

Has user been trained in-house?  Yes  No  
 If yes, please enroll the user in the LEARN external training titled LEARN In-House Admin Training in the State of Oklahoma Learn Center.

**Agency Security Representative Signature**

I hereby authorize the above named individual access to the Oracle LEARN System with the security levels indicated until we send written notification that their access should be terminated. I verify that the user has been provided training for the access level that is being requested. **NOTE: This user will be set up in the LEARN System, but if training has not been completed, user will not be activated.**

Management has implemented procedures to provide segregation of critical application functionality to prevent or detect errors and irregularities, and acknowledges the risk associated with the lack of segregation of duties.

Requested by \_\_\_\_\_ Phone \_\_\_\_\_  
 Signature of Agency Security Representative

Name & Title: (Please print) \_\_\_\_\_

**Please select from the following (See Instructions for Description):**

Primary Roles (if one of these two roles are checked, no other roles need to be chosen):

**Learn Administrator**  **Group Administrator**  
 Learn Center \_\_\_\_\_  
*Ex. Department of Corrections*

Limited Access Roles (Only choose if no primary role has been chosen):

**Service Desk Administrator**  **Reporting Administrator**  
 **Content Manager**  **Agency Security Representative**  
 **Instructor**

For HCM Use ONLY	
Training confirmed:	
Processed by:	Date:

# Security Agreement

The undersigned agrees to abide by the following:

1. Data originated or stored on State computer equipment is State property. Users will access only data which are required for their job. Users will not make or permit unauthorized use of any Oracle LEARN data. They will not seek personal or financial benefit or allow other to benefit personally or financially by knowledge of any data which has come to them by virtue of their work assignment.
2. Users will enter, change, and delete data only as authorized within their job responsibilities. They will not knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry, nor will they knowingly alter or expunge from any record or report, or cause to be altered or expunged, a true and proper entry.
3. Users will not release Oracle LEARN data except as required in the performance of their job or as directed in writing by their Appointing Authority.
4. Users are responsible for protecting their access authorization and must take steps to prevent others from using their User ID. Users will construct good passwords and manage them securely, keeping their passwords secret and not sharing them with others. If a user has reason to believe that others have learned his/her password, the user will change the password and notify the Help Desk of the situation. Users will not attempt to use the logons and passwords of others.
5. If a user finds that they have access to data they believe they are not authorized to view, they will exit from that data and report the problem to OMES Security.
6. I am aware of the responsibilities associated with access to Oracle LEARN System and agree to abide by the OSF Information Security Policies and Procedures. I understand that according to Section 840-2.11 of Title 74 of the Oklahoma Statutes the home addresses, home telephone numbers, social security numbers, and information related to personal electronic communication devices of current and former state employees shall not be open to public inspection or disclosure without written permission from the current or former state employees or without an order from a court of competent jurisdiction.

Signature of User \_\_\_\_\_ Date \_\_\_\_\_

For OMES Use Only:

Processed By \_\_\_\_\_  
Date \_\_\_\_\_  
User Notified \_\_\_\_\_  
Agency Security Representative Notified \_\_\_\_\_

Entered in CRM by \_\_\_\_\_  
Date \_\_\_\_\_

## Instructions for completing System Access Authorization Request (OMES FORM 304 LEARN)

Mark whether the request is to establish, de-activate or change a userid or type of access.

User Name, phone number, job title, employee ID# and email address: This is the person for which the userid or access is to be established. **(NOTE: The employee ID# is the number assigned to the employee in the CORE/PeopleSoft System. It is NOT their SSN#. If your agency is not yet on the CORE/PeopleSoft HCM System, this user will need to be added as an external user to the LEARN system. Contact [hcmtraining@omes.ok.gov](mailto:hcmtraining@omes.ok.gov) for further instructions.)**

Requested by: The Designated Agency Security Representative must make the request. A State Agency Security Representative Designation Form (OMES FORM 300) must be on file with the CORE Security Administrator. The 304 form must be sent to [PeoplesoftSecurity@omes.ok.gov](mailto:PeoplesoftSecurity@omes.ok.gov) from the inbox of the signing authority.

### DESCRIPTIONS

**Learn Administrator** – Designs system pages and navigation, builds learning plans, manages certifications and credits, enters and manages web-based and instructor-led training and coordinates enrollments, rosters and users.

**Group Administrator** – Builds learning plans, manages certifications and credits, enters and manages web-based and instructor-led training and coordinates enrollments, rosters and users.

**Reporting Administrator** – Responsible for setting up or running agency reports.

**Service Desk Administrator** – Responsible for Tier 1 system support including user passwords and system navigation.

**Content Manager** – Inserts or imports SCORM and 508 compliant online learning modules

**Agency Security Representative (LEARN Centers Only)** – Responsible for any changes to standard security roles and accepts the risk related to those changes.

**Instructor** – Manage rosters, create and manage assignments, moderate chats and forums, lead webinars and in-person classes and more.

**Supervisor** – Approves employee training requests, reviews employees transcript and runs limited supervisor-related reports

Send completed form to: OMES/IS  
3115 N. Lincoln Blvd.  
Oklahoma City, OK 73105  
Attn: Security

Or

[PeopleSoftSecurity@omes.ok.gov](mailto:PeopleSoftSecurity@omes.ok.gov) (from the inbox of the designated Agency Security Representative).

If you have any questions concerning this form, please contact the OMES Service Desk at 405-521-2444 or [servicedesk@omes.ok.gov](mailto:servicedesk@omes.ok.gov).