



STRATEGIC INFORMATION MANAGEMENT SYSTEM



AGENCY USER ACCESS REQUEST FORM

Please complete & return to Treasury and Finance Strategic ICT

20th Floor, 28 Barrack St, Perth 6000 or scan and email to sims.helpdesk@dtf.wa.gov.au

Name:	Phone No:
Job Title:	Mob:
Agency:	SIMS User ID: <i>SIMS\SA</i>
Work Address:	
Email:	

Please complete all relevant sections

Type of Access Request:	<input type="checkbox"/> NEW	<input type="checkbox"/> AMENDMENT	<input type="checkbox"/> RENEWAL	<input type="checkbox"/> DELETION	Access Expiry Date: / /
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Access to Agency/
Agencies (Please provide SIMS agency code or title)

SIMS MODULES	User Roles			User Role Description
	Agency User "No Submit Access"	Agency Approver "Submit Access"	Agency Read Only Access	
BTM/AIM CDM/BPM*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Agency User: can create Draft adjustments and run reports (i.e. data entry only) Agency Approver: can create Draft adjustments, run reports and submit to DTF Agency Read Only: can view screens and reports with no edit access.
ACM Actuals Collection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Agency User: Can input ACM Actuals data and run reports, i.e. data entry only; and can input & submit AIM Project Actuals data. Agency Approver: Can input Actuals data, run reports and submit to DTF; and can review & approve AIM Project Actuals data.

*BTM = Budget Tracking / AIM = Asset Investment / CDM = Cash Disbursement / BPM = Budget Paper

SPECIAL PERMISSIONS:

Signed by CFO or Equivalent:

Name:	Phone No:
Job Title:	Mob:
Email:	Date: / /

SharePoint/AD Updated Roles Allocated User Notified

Signed by SIMS System Administrator Date: / /

For any queries regarding this form please email sims.helpdesk@dtf.wa.gov.au

STRATEGIC INFORMATION MANAGEMENT SYSTEM (SIMS) CONDITIONS OF ACCESS

Registration of Approved Users:

This undertaking is to be completed by all people who require access to the Department of Treasury and Finance's Strategic Information Management System (SIMS) Environment. It will be held by the System Administrator in a Register of Users.

Responsibilities of Approved Users:

The allocation of a SIMS LOGON-ID gives rise to security responsibilities. The following identifies those responsibilities and confirms your acceptance.

1. The LOGON-ID assigned to me is my responsibility and I am accountable for its use at all times.
2. I will take reasonable precautions to avoid disclosure of my password or unauthorized use of my LOGON-ID.
3. I will take reasonable precautions to prevent unauthorised people gaining access to a workstation that is in session under my LOGON-ID.
4. The software will be used for the sole purpose of executing my official duties.
5. Any information obtained from the system will be used for the sole purpose of executing my official duties.
6. When handling information on or from the system I will exercise due care and observe confidentiality requirements.
7. It is incumbent upon me to immediately notify Treasury and Finance when my responsibilities change and I no longer require access to SIMS.

Name:

Signed in acknowledgement of the above Responsibilities of Approved Users