

# FBO MEMORANDUM 2015-01

**DATE:** July 3, 2014

**TO:** All FWC Personnel

**FROM:** Angie Robertson, Director of Finance and Budget

**SUBJECT:** **FLAIR Access Request Form**

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**Background:**

The purpose of this Memorandum is to provide guidance on requesting FLAIR access. The changes are being implemented in an effort to strengthen the controls around the FLAIR access control process so as to ensure appropriate supervisory approvals are obtained, sufficient justification for the requested level of access is provided, and that documentation of changes in user FLAIR access levels is retained. The basis for the establishment of these controls is contained in the Department of Financial Services, *Florida Accounting Information Resource (FLAIR) Procedure Manual, Chapter 3, effective date 9/1/2007*, page 1, which states:

*“To maintain proper internal control over assets and liabilities and assure accurate accounting records, it is important that agency develop adequate security measures. This is done by allowing individuals access to accounting files at specific organization levels and by limiting access to only those files that are needed to perform specific job duties.”*

**Access Request Format:**

Effective immediately, all requests for new, modified or terminated FLAIR (DACA) or RACF (RDS reports) access must utilize the **“FLAIR Access Request Form”**. Completed requests must be scanned and emailed to the Commission’s FLAIR Access Control Custodian at [FLAIR\\_Administrator@MyFWC.com](mailto:FLAIR_Administrator@MyFWC.com) for processing. The new form and instructions can be located on the Finance and Budget Office (FBO) SharePoint Site.

Supervisors of employees with budgetary or financial responsibilities which require access to FLAIR or RDS are responsible for completing and notifying the Commission’s FLAIR Access Control Custodian at [FLAIR\\_Administrator@MyFWC.com](mailto:FLAIR_Administrator@MyFWC.com) when an employee’s access is to be granted, modified or terminated. Via the **FLAIR Access Request Form**, the supervisor must provide the following information when making the request for access to be granted:

1. Employee Identification Information – Employee Name (first, middle initial, and last name), Employee Position Title, Initials for User ID, Employee Location
2. Requested Action – Add, Update or Delete
3. Organizational Information - Division Title and Level 2 Org Code
4. Reason for Access – Justification of the need for the access being granted
5. Available Permissions Requested – Specify the functions/permissions to which access is to be granted

**Tip #1** - Supervisors, to help facilitate completion of this form, you may request a screen print of an existing users access which is identical or similar to that of the user you wish to add or update.

**Tip #2** - Supervisor may also request that the access be mirrored to another employee and include the other employees' full name on the form in the appropriate area provided.

***New or Modified Access:***

When the request for new or modified access is received, the user's profile will be reviewed and the appropriate access granted or modified. Once completed, the employee will be provided their credentials, auto-generated password and log-on instructions. The user will be prompted to change the password upon login.

***Terminated Access:***

In the case of terminations, the employee's supervisor is responsible for completing a FLAIR Access Control Form and notifying the Commission's FLAIR Access Control Custodian via the [FLAIR\\_Administrator@MyFWC.com](mailto:FLAIR_Administrator@MyFWC.com) mailbox within two (2) business days of the employee's termination from their position. Upon notification of the termination, FBO will update all FLAIR application access control files to remove the employee's access. The goal is to remove FLAIR application access within three (3) business days of termination.

***Password Resets:***

In the case the reactivation/resets of passwords is necessary due to having been revoked from the system or when the user has forgotten their password, the user will notify the Commission's FLAIR Access Control Custodian via the [FLAIR\\_Administrator@MyFWC.com](mailto:FLAIR_Administrator@MyFWC.com) and include the FLAIR User ID, i.e. GFCxxx which needs to be reset. Users are required to reset their FLAIR password every 30 days. If the user does not reset upon expiration, FLAIR will revoke the user's access requiring the user to be reactivated by the Commission's FLAIR Access Control Custodian.

A ***FLAIR Access Request Form*** does not need to be completed for password resets, only a request to the in box via email. When the reset request is received, the user's password will be reset. Once completed, the employee will be provided their new auto-generated password by separate email. The user will be prompted to change the password upon login.

***Role of the Commission's Access Control Custodian:***

The FLAIR Access Control Custodian will receive and evaluate all requests for new, modified, or terminated access for completeness. Any missing or incomplete information will be addressed with the Supervisor.

The FLAIR Access Control Custodian will maintain a log / record of all additions, deletions, reactivations and changes to FLAIR access. The log will contain at a minimum the employee's name, action taken, date action taken. All completed forms will be scanned and maintained for audit purposes. Forms will be retained for a minimum of three years after an employee has been inactivated from FLAIR.

Should you have questions about obtaining or modifying FLAIR access, please contact the Finance and Budget Office at (850)488-6551 or the Commission's FLAIR Access Control Custodian at [FLAIR\\_Administrator@MyFWC.com](mailto:FLAIR_Administrator@MyFWC.com).