Print Form

Ohio Hiring Management System
Investing in what matters.

ONLINE HIRING CENTER

Security Access Request Form

Employee Information

(Please Print) ☐ New User ☐ Update Existing User ☐ Delete Access

Employee ID	Employee Name
Department Name(s)*	**Department ID(s)**
Work Telephone Number (including ext.)	**Work e-mail address**

(Note: This request overrides the user's current access or creates access for a new user that does not currently have access. Therefore, check all that apply.)

Online Hiring Center (OHC) User Roles

Requisitions

Select **Only 1** of the following:

√	Role	Access Description
☐	*Originator*	- User can create requisitions within the OHC
☐	*HR Liaison*	- User can create requisitions within the OHC - User can set up agency Department users and Hiring Managers in the OHC - User has "View Only" access for all referred lists and all Agency Requisitions

Hiring Manager/Approver

√	Role	Access Description
☐	*Hiring Manager*	- User can view the list of candidates referred to them and select those they wish to hire
☐	*Approver*	- User can approve or deny requisitions or hire actions that have been routed to them for approval

*** If responsible for requesting/processing certification eligible or layoff lists, please list and grant access to your department, and your department-certification. (e.g. Aging & Aging-Certification)**

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Online Hiring Center (OHC) User Roles - continued

Subject Matter Expert (SME)

√	Role	Access Description
☐	*SME*	- User can view applications and rate them as a Subject Matter Expert
☐	*View Personally Identifiable Information for my SME Review Only*	- User can view personally identifiable information (e.g name, address, etc.) as an SME
☐	*View SME Ratings*	- User can view the ratings of other SMEs

OHC Notices Templates

√	Role	Access Description
☐	*Create OHC Notice Templates*	- User can create notice templates for use in the OHC only
☐	*Send OHC Notices*	- User can send notice templates from the OHC

Login Time

Select when user will have access to log into the OHC.
Select **Only 1** of the following:

√	Time Period	Access Description
☐	*24 hours a day, 7 days a week*	- Allows user to have access to Insight 7 days a week, 24 hours a day
☐	*7:00AM - 7:00PM - Monday - Friday*	- Allows user to have access to Insight Monday - Friday from 7:00AM-7:00PM
☐	*Monday - Friday -unrestricted*	- Allows user to have access to Insight 24 hours a day Monday-Friday; no access Saturday & Sunday

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Security and User Access - read before signing

1. Security provides the means for data in the OHMS system to be viewed and/or updated. Security is controlled by your identified role, username and password. You will be prompted to change your password every ninety days. Your password(s) are extremely confidential and should not be given to any other person.

2. To develop your access, check the appropriate boxes on this form to provide the functions you need to perform your job duties. The signatures below provide us with the authority to grant the access requested.

3. All security forms and a record of changes, including dates, should be kept on file.

4. If user leaves agency, or assumes a role that does not require OHMS, it is the responsibility of the agency appointing authority or designee to have OHC access removed. The form, with the "Delete Access" box marked, should be sent to the OHMS coordinator.

Signature - State of Ohio Employee	**Date**
Signature - Agency Appointing Authority or Designee	**Date**