

INSIGHT - HUMAN RESOURCES
Security Access Request Form

Employee Information

(Please Print)

New User

Update Existing User

Delete Access

| | |
|---|------------------------------|
| Employee Name | State of Ohio User ID |
| 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.)

HR Central System Administrator Role (DAS/HRD only)

| Role |
|---------------------------------|
| HR Central System Administrator |

HR Central Roles (DAS/HRD only)

| Role |
|--|
| HR Central Classification Specifications |
| HR Central Certification |

HR Agency User Roles

HR Agency Recruiter

| Role |
|---|
| HR Agency Recruiter (with View Confidential) |
| HR Agency Recruiter (without View Confidential) |
| HR Agency Recruiter Assistant |

HR Agency Testing

| Role |
|--|
| HR Agency Testing Specialist (with View Confidential) |
| HR Agency Testing Specialist (without View Confidential) |
| HR Agency Testing Specialist Assistant |

HR Agency (Miscellaneous)

| Role |
|---|
| HR Agency Administrative Support (Paper Applications) |
| HR Agency EEO Specialist |
| HR Agency Viewer |

OHIO HIRING MANAGEMENT SYSTEM INSIGHT - HUMAN RESOURCES Security Access Request Form

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 is 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, are kept on file. The files are kept by the Department of Administrative Services, Human Resources Division, Workforce Administration, Hiring Management Group. A copy should be kept with the agency. Send original security form to Hiring Management Group using instructions below.

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 Insight access removed. Send security form, with "Delete Access" box marked, to the Hiring Management Group.

5. Check as many roles as you see fit for your job duties.

Signature - State of Ohio Employee

Date

Signature - Agency Appointing Authority or Designee

Date

Send this form to: System Administrator, Talent Acquisition
DAS, Human Resources Division
30 E. Broad St., 27th Floor
Columbus, OH 43215
Fax: (614) 466-5127
Email: careers@ohio.gov