

## New Security Access Request and Deletion e-mail Templates Process

New e-mail templates are now accepted in place of the OM-300A and OM-300C. The templates can be found at <http://www.dphhs.mt.gov/tsd/securityforms.aspx>.

**All Non-DPHHS Employees (Contractors, Temps, Experience Works, Etc.) will continue to use the OM-300B System/File Access Request form for all Network and System access needed.** This is to capture the acknowledgement of the Confidentiality/Consent statements. However, the E-mail access delete request template will be accepted to revoke access.

All New DPHHS Employees will be required to complete an OM-300A for initial set up to the Network, Outlook, ISERV, and any other systems they will need access to when starting at DPHHS. Should you prefer, the current OM-300A System/File Access Request form is still accepted.

After a DPHHS Employee has been set up with initial access requested on original OM-300A, any additional access required during their employment can be requested via e-mail by using the Access Request e-mail templates that will be posted on the DPHHS website. All e-mail requests will be sent directly to HHS Network Security. In order to help Network Security expedite the request, please include Login ID and Name of individual in the subject line of the request. Multiple Users needing access can be included in one e-mail request, just note each user Login ID, Name, and Location in list format under *Legal Name of Individual Requiring Deletion of Access*. Information required in the e-mail template includes the following,

**Access Requested:**

**Legal Name of Individual Requiring Access:**

**Login ID:**

**Division/Bureau:**

<http://web.hhs.mt.gov/tsc/forms/DPHHSEmployeeSystemFileAccessRequest.oft>

**City:**

**Work Phone:**

**Job Title:**

**Justification (Give a brief Description as to why access is needed):**

- The Supervisor will submit all requests to HHS Network Security who in turn will forward to respective Data Owner(s) that need to approve the access.
- Data Owner(s) will reply to HHS Network Security approving the access and noting any roles and/or security to be granted.
- Once HHS Network Security grants the access, the Data Owner will be notified or the Supervisor and User depending on the request.

## To Delete Access

For any System or Network access to be deleted, an e-mail will be acceptable by using the e-mail template posted on the DPHHS website. Note this template is set up with Orange font in order to distinguish from an Add Request. In order to help Network Security expedite the request, please include Login ID and Name of individual in the subject line of the request. Multiple Users needing access deleted can be included in one e-mail request, just note each user Login ID, Name, and Location in list format under *Legal Name of Individual Requiring Deletion of Access*. Information required in the e-mail template includes the following and will be sent directly to HHS Network Security.

**Access Requested to be Deleted (All or Specify Specific Access to be removed):**

**Date and Time Delete to be Effective:**

**Legal Name of Individual Requiring Deletion of Access:**

**Login ID:**

**Division/Bureau:**

**City:**

<http://web.hhs.mt.gov/tsc/forms/DPHHSEmployeeorNon-EmployeeDELETESystemFileAccessRequest.oft>

**Work Phone:**

**Is this employee transferring to another DPHHS Division (If so, please include Division/Bureau and new Supervisor's name if known)?**

**Reason for termination of access:**

**Will DPHHS position be vacant longer than three months?**