Application and Authorization for OPSB System Access Form Instructions   *revised Feb 2022*

The OPSB System Access Form is used to request access to one or more OPSB Automated systems, to change access or to inactivate security access.

Security is assigned to the **position**, not the person. Anytime an employee changes PINS (transfer, promotion, demotion, etc), a new OPSB System Access Form must be submitted to request security roles.

Certain security roles require completion of training before the security role will be assigned. Security requests requiring training **will be considered expired if training is not completed within 12 months of the request.**

- Complete User Information.
- Select ADD or REMOVE for affected security roles. NOTE: if you are adding or removing a role but not changing other role assignments, indicate ONLY the changes being made.
- Most agencies assign security access at the agency level. If your agency assigns security at the sup org level, you **must provide the sup org name exactly as it appears in Workday**. Please do not provide financial codes or internal department or team names.

All security requests must be signed by an **authorized official** at the requestor's agency. Forms submitted without appropriate authorization will not be processed. Authorized officials assure DBM and DoIT that the employee requesting access has a position/role in the agency that requires information contained in the system(s) and that the agency is approving this access request.

Completed OPSB forms should be sent as an attachment to OPSB.SECURITY@Maryland.gov for review and processing.

Digital signatures are acceptable.