

TBPC-OVFM ACCESS AUTHORIZATION REQUEST

**FLEET MANAGEMENT SYSTEM
ACCESS REQUEST**

COMPUTER SECURITY AGREEMENT & INSTRUCTIONS
FOUND ON BACK OF FORM

1)USER ID NUMBER

USER ID NUMBER ABOVE WILL CONSIST OF THE FIRST FOUR LETTERS OF THE USERS LAST NAME AND 4 NON-IDENTICAL, NON-SEQUENTIAL NUMBERS. SHORT NAMES WILL ADD TRAILING "Xs" UP TO 4 CHARACTERS.

2)NAME:

3)AGENCY/LOC CODE:

4)DATE:

5)JOB TITLE:

7)PHONE: () - X -

6)MANAGER'S NAME:

8)MANAGER'S PHONE:() - X

This form consists of two pages: Access Request and Instructions. Both pages require original signatures of the user and the required approvers. Any form received in the Office of Vehicle Fleet Management without all the required pages and/or signatures will be returned to the manager for resubmission with corrections and will delay receiving access to the application.

9)AGENCY NAME:

10)DEPARTMENT: Bldg. / Room # :

11)MAILING ADDRESS: not main agency address

12)PHONE NUMBER:

13)NAME CHANGE: _____ 14)USER TERMINATED DELETE ALL ACCESS

OVFM - FLEET ACCESS LEVEL (SELECT ONE ONLY)		ADD	DELETE
RIGHTS ARE CUMULATIVE UNLESS OTHERWISE NOTED			
FleetAnywhere - MECHANIC			
FleetAnywhere - DATA ENTRY USER			
FleetAnywhere - AGENCY FLEET SPECIALIST			
FleetAnywhere - AGENCY DATA OVERSIGHT (VIEW ONLY)			

NOTE: All changes or alterations to information filled in on this form must be done in ink, initialed and dated, and must NOT totally obscure the original entry.

PRINT NAME OF FLEETANYWHERE USER SIGNATURE OF FLEETANYWHERE USER DATE SIGNED

PRINT NAME OF AGENCY FLEET SPECIALIST SIGNATURE OF AGENCY FLEET SPECIALIST DATE SIGNED

MAIL TO:

TEXAS BUILDING AND PROCUREMENT COMMISSION
OFFICE OF VEHICLE FLEET MANAGEMENT
ATTN.:VEHICLE FLEET SYSTEM PROGRAM MANAGER
P.O. BOX 13047
AUSTIN,TX 78711-3047

Forward completed, signed form to TBPC-OVFM.

DATE IN:

For TBPC-OVFM Security Use ONLY

SETUP DATE _____

SETUP EMP. INITLS. _____

TBPC-OVFM Security Authorizing Signature

Date _____

DATE FILED:

TBPC-OVFM VEHICLE FLEET SYSTEM SECURITY

INSTRUCTIONS FOR COMPLETING FORM FOLLOW SIGNATURE BLOCK.

ALL FORMS MUST CONTAIN ORIGINAL SIGNATURE(S).

FORMS MUST BE SENT BY MAIL.

Access is either added (ADD, A) or deleted (DELETE, DEL, D). Refer to the Application Documentation to determine the appropriate level of access.

Forms that are incomplete, incorrect, or outdated will not be accepted or processed by OVFM. Any form dated 1 month or more prior to receipt date (date in) is considered outdated.

This form MUST be signed by the person Authorized to grant user access, or it will be returned unprocessed.

All forms are two-sided. Remember to copy the backside when reproducing forms.

The Computer Security Agreement below MUST be signed by the user.

TBPC-OVFM COMPUTER SECURITY AGREEMENT

I acknowledge that I have been assigned an individual identification code (USERID) and password to use to access TBPC-OVFM Applications. I understand that I will be held personally accountable for any activity performed under my userid. Under no circumstances will I allow my confidential password to be used by any other individual, nor will I use one belonging to someone else. I will not enter any unauthorized data, change any data or disclose any data without proper authorization. I will not attempt to view, modify, or delete any data to which I am not authorized nor will I attempt to change the structure of the program/software in any way. These constraints apply to all TBPC-OVFM network resources.

I understand that the system is state property and is only to be used for official state business in conformance with applicable standards and instructions. Failure to use this state property properly may constitute a crime as well as be the basis for disciplinary action. I hereby agree to abide by all applicable standards and instructions for the proper use of this state property.

INDIVIDUAL'S NAME - PRINT:

INDIVIDUAL'S SIGNATURE:

DATE:

REQUIRED INFORMATION FOR THIS ACCESS AUTHORIZATION FORMS

PRINT ALL INFORMATION WHEN COMPLETING FORMS.

1. USER ID - User ID number will consist of the first four letters of the users last name and 4 non-identical, non-sequential numbers. SHORT NAMES WILL ADD TRAILING "Xs" UP TO 4 CHARACTERS. Ex.: Ray = RAYX
2. NAME - Your full name. If you are an existing user and have checked the 'NAME CHANGE' box, put your former name here.
3. AGENCY CODE - The Agency/Location code that you need access for - call a supervisor if you do not know it.
4. DATE - The date you completed this form.
5. JOB TITLE - Your current job title.
6. MANAGER'S NAME - Your immediate supervisor's full name.
7. PHONE NUMBER - Your phone number, including the area code and extension (if applicable).
8. MANAGER'S PHONE - The phone number of your immediate supervisor, including area code and extension (if applicable).
9. AGENCY NAME - The name of the facility at which you are located.
10. DEPARTMENT - The name of the department at which you work.
11. MAILING ADDRESS - Your complete mailing address at work, including city and zip code. Check box to right if different from facility/component address.
12. PHONE NUMBER - The number of the facility's main switchboard.
13. NAME CHANGE - Check this box if your name has changed. The full new name should be filled in on the following line.
14. USER TERMINATED DELETE ALL ACCESS - Check this box to delete all access, regardless of application system, from the userid listed in #1. This applies to termination and/or change of duties and **TERMINATES ALL FLEET SYSTEM ACCESS.**

SPECIFIC INSTRUCTIONS FOR COMPLETING THE OVFM-FLEET SYSTEM SECURITY FORM

1. FleetAnywhere MECHANIC - access to **Work Order transaction** sections of FLEET system as per groups established by OVFM System Program Manager.
2. FleetAnywhere DATA ENTRY USER - access to **data transaction** sections of FLEET system as per groups established by OVFM System Program Manager.
3. FleetAnywhere AGENCY FLEET SPECIALIST - access to all **LOCAL/AGENCY operational functions**. No access to control tables or system tables. This option should be given to only 2 persons per **AGENCY**.
4. FleetAnywhere AGENCY DATA OVERSIGHT - **VIEW ONLY** access to FLEET system as per groups established by OVFM System Program Manager.