

## Request for Access to: Ministry Information Systems (MIS) Software

There are four (4) basic items of information needed when requesting access to the MIS Software.

1. Personal Identification
2. Area(s) of Responsibility (e.g., Recorder, Stewardship Commissioner, Presiding Officer, etc.)
3. Specific Jurisdiction(s) to Access
4. User Computer Information

**This is a Request to: ADD / CHANGE / REMOVE/ REPLACE (circle one)**

**1. Personal Identification:**

Date: \_\_\_\_\_ Name: (PRINT) \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_ Phone \_\_\_\_\_

Email Address: \_\_\_\_\_ **(required)**

Date of Training: \_\_\_\_\_ Training provided by: \_\_\_\_\_

I am replacing: \_\_\_\_\_

**I accept the responsibility and accountability of my office and confidentiality of the information.**

Requestor: (signature) \_\_\_\_\_

Authorized by: PRINT \_\_\_\_\_ (signature) \_\_\_\_\_

**2. Area of Responsibility: (circle one to ADD, X out to CHANGE or REMOVE)**

Responsibility/Access Needs	Cong/Branch/ Mission	District/Dev Area	Stake or Metropole	Mission Center	Region
Recorder	CREC	DREC	SREC	MREC	RREC
Stewardship Comm	CSC	DSC	SSC	MSC	RSC
Presiding Officer	CPO	DPO	SPO	MPO	RPO
Accounting Clerk	CACT	DACT	SACT	MACT	RACT
Youth Worker	CYTH	DYTH	SYTH	MYTH	RYTH
Inquiry Only	CINQ	DINQ	SINQ	MINQ	RINQ
Full Rights (Use when requesting 2 or more responsibilities)	CFUL	DFUL	SFUL	MFUL	RFUL
TRAINER ONLY					

**If this is a request to Remove Access, Please stop here.**

**Info Sys Use Only**

**3. Jurisdiction Access:**      Jurisdiction Name      Number  
 (if known)      **Database Cat #    CTX UserName/Pwd**

Primary Access: \_\_\_\_\_  
Shelby UserName

**Database Cat #    CTX UserName/Pwd**

Additional Access: \_\_\_\_\_  
Shelby UserName

**4. Computer Information:**      (circle one)      PC      Apple/MACINTOSH

**FOR HQ USE ONLY**

Processed by: Fiscal Services \_\_\_\_\_ Membership Rec \_\_\_\_\_ Information Sys \_\_\_\_\_  
 Form Date: 01/02/2001      Date Mailed: \_\_\_\_\_

# Information Systems Memorandum

## Ministry Information Systems (MIS) a.k.a. Shelby

### Access Request 02 January 2001

Policy: World Church Headquarters, Information Systems (IS) is responsible for establishing and implementing database security for all standard software applications provided to all organizational units. We would like to assume everyone who handles information about the congregation is trustworthy. However, we must take measures to restrict unauthorized access to data outside your "Need to Know". In the congregation, the Pastor (PO), Stewardship Commissioner (SC), Recorder (REC) or their designee have certain data access requirements. These persons will be known as the (End User). Preserving the confidentiality of the information entrusted to you is the responsibility of each authorized End User, whether it involves using the PC program or the documents supporting the automated database.

The POs, SCs and RECs have different reasons for accessing records in MIS. Each authorized End User will only be allowed to the functions within MIS necessary to do their jobs. The appropriate functionality has been more clearly defined by the First Presidency for PO's, Fiscal Services for SC's and Membership Records/World Church Secretary for REC's.

The following procedures will be used when initiating a request for data access. In the future, responsibility for maintaining user access to data may be decentralized to the appropriate jurisdiction level.

1. A request for access to MIS will be submitted on the 'Request for Access' form (see attached).
2. The PO, SC, REC and other authorized jurisdiction positions will require approval by a higher-level jurisdiction officer to approve their authority to access MIS. The 'Request' form must be signed by the requestor and appropriate authorizing official at the Stake, Region or Mission Center. This will acknowledge their acceptance of the responsibilities involved in using the program.
3. All Stewardship Commissioners, Bishops, Accountants, or their assistants will mail or **FAX (816-521-3081)** their approved form to the world church office of Fiscal Services. All other requests will be sent or **FAXed (816-521-3050)** to Membership Records for Recorders, Youth Workers or POs. Once these have been reviewed and validated, the 'Request' form will be forwarded to Information Systems to establish the appropriate access codes and accounts. It will be Fiscal Services and Membership Records responsibility to validate the End User's correct administrative relationship codes and Profiles in MIS before forwarding the request forms to IS. IS will check the Profiles and Relationships to be sure an entry is made and will process the 'Request' form only after all entries are complete. 'Request' forms received in IS by FAX will be sent to the appropriate office for review, approval and processing.
4. Once the request has been received by Information Systems, an account will be created or updated as noted on the request form. If the End User has more than one responsibility, this needs to be indicated on the request application. End Users will be given access to data based on their total responsibilities. A USER-ID and PASSWORD will be issued to the End User by Information Systems. Changes to MIS access may not require an additional Citrix account be created. Persons requesting Shelby Access to conduct training only will not have access to a live database. Training can be performed by using one of the TRAIN1-5 USER-IDS in the Shelby Training database.
5. The End User will be notified of their USER-ID and PASSWORD. Included will be a package containing MIS software, software installation instructions and other End User documentation. Users requesting only changes to their responsibilities will be notified by Email once the account has been updated. Any account not used for 6 months will be deactivated. Reactivation can be accomplished by calling the Help Desk at ext 1234.

Persons who were once a previously authorized MIS user and have been deleted, must reapply through the appropriate approval/authorizing authorities.