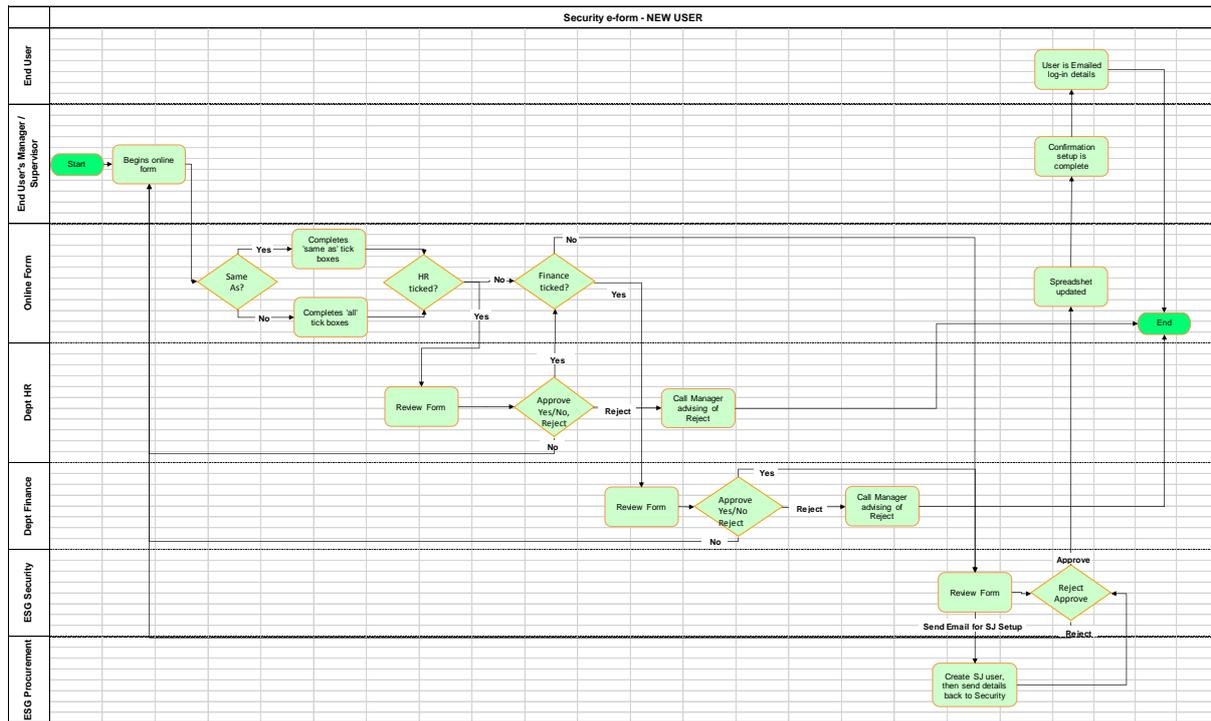


# Enterprise Access Security form (ESG Approval Guide)



The online security form will be completed by the employee’s line manager or their delegate. An email will be sent to the employee and their line manager to acknowledge that the form has been submitted.

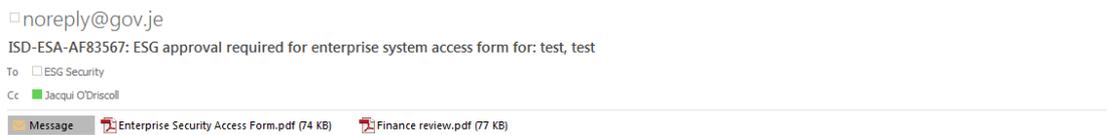
All forms will go to a designated finance team for approval (see Appendix 1 for approved authorisation workflow group by department).

If HRIS access is requested it will then go to the designated HR group for approval (see Appendix 1).

If either approver is not satisfied with the contents of the form it will be rejected or cancelled.

Once the form is approved as per the workflow above it will reach the ESG Security email group.

You will receive an email as shown below, with an attachment of the Security form and a link to the approval screen.



Dear Enterprise Support Group,

Use the link below to review the attached enterprise system access form for (Modify existing access).

<https://forms2.gov.je/FAMLogin/auth.aspx?ReturnURL=%2Fdefault.aspx%2FStages%2FRenderProcess%2F%3FTaskID%3D727454%26SecureID%3De3Zo2xMvrrFE>

The attachment as shown below will display the access the user requires, please review the access and decide whether the request is correct.


  
 Enterprise Support Group
   
 Cyril Le Marquand House
   
 St Helier
   
 Jersey
   
 JE4 8QT
   
 Email [esgsecurity@gov.je](mailto:esgsecurity@gov.je)
  
 Enterprise security access form
   
 ISD-ESA-AF82539

What is your request?\*
   
 New security access to be setup
   
 Modify existing access
   
 Delete access

**Employee details**
  
 First name\* sam
   
 Surname\* smith
   
 Email\* esgsecurity@gov.je
   
 Employment status\* Nothing selected
   
 Employee department\* Transport & Technical Services
   
 Section (eg school)\* HR

Are you the delegate authorised by the Line manager
   
 line manager, or the line manager?\*

**Line manager details**
  
 First name\* bill
   
 Surname\* blogs
   
 Email\* esgsecurity@gov.je

Is the access to be set up the same as
   
 an existing user?\* No

**Details of the access (select all that apply)**
  
 Asset Management (JD Edwards)
   
 Financial (JD Edwards)
   
 HRIS
   
 Insight / Console reporting
   
 Procurement (Supply Jersey & JD Edwards)
   
 Stores & Inventory (JD Edwards)

Finance
   
 Accounts payable      Enquiry

Additional information      Company 00000, Business Units
   
 ABC001, ABC002

The link will take you to the approval page as shown below.

Please note that the approval page includes the request details and Employee name (eg: Modify existing access, test test).

The Name and Email fields are populated with the details of the person who clicked on the link.

If you agree with the security access request, select 'Yes' (as shown below) then 'Next'.

A comment maybe entered in the Comments field if required to further clarify a Yes or No action.


 Information and public services for the Island of Jersey
   
(Information et les services publics pour l'île de Jersey)

**ESG approval for: Enterprise security access form**
  
 Reference: ISD-ESA-AP83567
   
 Request details: Modify existing access for test test

ESG approval*	Rejection reasons*	Name*	Email*	Date*
Yes		[Redacted]	[Redacted]	12 Nov 2015

Comments	Name	Date
	[Redacted]	12 Nov 2015

Our sites | [Jersey Tourism](#) | [Locate Jersey](#) | [States Assembly](#) | [m.gov.je](#)

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After clicking 'Next' to the screen above, enter the UserID and Security Role and any other relevant information (as shown below).

This will then send an email to the user which includes their JDE user id.

The screenshot shows the 'gov.je' header with the text 'Information and public services for the Island of Jersey' and 'L'information et les services publics pour l'île de Jèrri'. Below the header, there is a form with two input fields. The first field is labeled 'User id \*' and contains the text '123456AB'. The second field is labeled 'User setup information or any other relevant information \*' and contains the text 'Role: ABC123'. At the bottom of the form, there are three buttons: 'Previous', 'Submit', and 'Cancel'. Below the form, there is a navigation bar with links for 'Our sites', 'Jersey Tourism', 'Locate Jersey', 'States Assembly', and 'm.gov.je'. Below the navigation bar, there is a section for 'Find us on social media' with icons for Twitter, LinkedIn, Facebook, and YouTube. At the bottom of the page, there are links for 'Accessibility', 'Contact us', 'Privacy', 'Sitemap', and 'Terms and conditions', and a copyright notice '© States of Jersey 2014'.

If you do not agree with the security access request, select 'No' (as shown below). You will need to choose a rejection reason (and add a comment below).

'Query on information provided' will send the form back to the Line manager / delegate (including your comments).

'Request cancelled' will end the form process without notification (you would need to contact the Line manager / delegate and advise why the form was cancelled).

A comment maybe entered in the Comments field if required to further clarify a Yes or No action.

The screenshot shows the 'gov.je' header with the text 'Information and public services for the Island of Jersey' and 'L'information et les services publics pour l'île de Jèrri'. Below the header, there is a form titled 'ESG approval for: Enterprise security access form'. The form has a reference number 'ISD-ESA-APB3567' and a request details section 'Request details: Modify existing access for test test'. The 'ESG approval?' section has a dropdown menu with 'No' selected. The 'Request cancelled' section has a dropdown menu with 'Request cancelled' selected. The 'Comments' section has a text input field. The form has 'Next' and 'Cancel' buttons. Below the form, there is a navigation bar with links for 'Our sites', 'Jersey Tourism', 'Locate Jersey', 'States Assembly', and 'm.gov.je'. Below the navigation bar, there is a section for 'Find us on social media' with icons for Twitter, LinkedIn, Facebook, and YouTube. At the bottom of the page, there are links for 'Accessibility', 'Contact us', 'Privacy', 'Sitemap', and 'Terms and conditions', and a copyright notice '© States of Jersey 2014'.

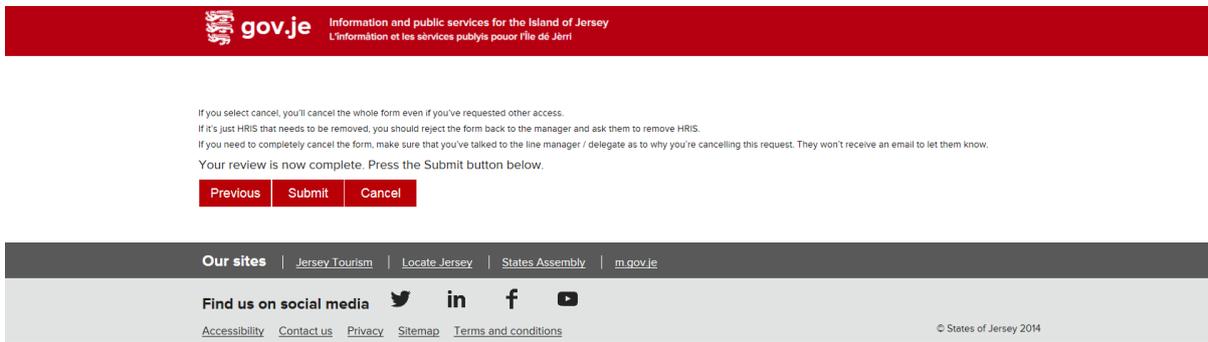
Example of No – Query on information (below) enquiry

The screenshot shows the 'gov.je' header with the text 'Information and public services for the Island of Jersey' and 'L'information et les services publics pour l'île de Jèrri'. Below the header, there is a form titled 'Finance approval for: Enterprise security access form'. The form has a reference number 'ISD-ESA-APB7039' and a request details section 'Request details: Modify existing access for test test'. The 'Finance approval?' section has a dropdown menu with 'No' selected. The 'Rejection reasons' section has a dropdown menu with 'Query on information' selected. The 'Comments' section has a text input field. The form has 'Next' and 'Cancel' buttons. Below the form, there is a navigation bar with links for 'Our sites', 'Jersey Tourism', 'Locate Jersey', 'States Assembly', and 'm.gov.je'. Below the navigation bar, there is a section for 'Find us on social media' with icons for Twitter, LinkedIn, Facebook, and YouTube. At the bottom of the page, there are links for 'Accessibility', 'Contact us', 'Privacy', 'Sitemap', and 'Terms and conditions', and a copyright notice '© States of Jersey 2014'.

Example of No – Request cancelled (below)



### Example of Request cancelled submit page



### Forward the form to the Supply Jersey team if access requested.

Once complete, put a green tick next to the email on the ESG Security group so the team know it has been dealt with:-

