

**Justice Administration Commission
FLAIR Access Request Form**

Access Request Type:		Request Date:	
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If update or delete requested enter FLAIR user ID:	
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First Name:		MI:		Last Name:	
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Judicial Related Office:		Position Title:	
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Phone # (enter numbers only):		User's Email:	
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People First User ID:		Supervisor:	
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FLAIR Access - If the user will need to lookup Vendor, State Account or other information, select the appropriate option(s) below:

Check the box next to the type of access to be assigned to the user. Additional options can be selected using the drop downs in the last section.

Pick type(s) of access below: Options: I = Inquire Only; U = Input/Update; Fields default to Prohibited

Basic Access	Employee Travel information	Pick additional Functions & Option needed below
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<input type="checkbox"/>	AD - Account Desc - Departmental	<input type="checkbox"/>	TH - Employee Travel Hist - Central		
<input type="checkbox"/>	SC - State CFO Files - Departmental	<input checked="" type="checkbox"/>	JAC Staff Access		
<input type="checkbox"/>	VS - Vendor - Statewide - Departmental		Accounting Disbursements		
<input type="checkbox"/>	PW - Paid Warrant Indx - Central		Accounting Revenue		
<input type="checkbox"/>	SA - Account Balance - Central		Financial Services		
<input type="checkbox"/>	VH - Vendor History		HR or Court-Appointed Disbursements		

FLAIR Report Access (RDS) - If the user will need to receive FLAIR Reports, select the appropriate option(s) below:

Will user need access to FLAIR Reports (RDS)?		For printing reports, provide existing FLAIR Printer ID or select CREATE ID.	
Add FLAIR accounting reports for user?		Add FLAIR payroll reports for user?	

Employee Acknowledgement

I acknowledge my role in protecting the resources that I access and agree to the following:

- Not to share my user account information.
- Ensure that my Access Control Custodian is promptly notified if I no longer require access to the resources provided.
- Activity within the system(s) is subject to detailed monitoring and audits to protect against improper or unauthorized use. Access to the system constitutes consent to the monitoring of all activities, as well as consent to the suspension or termination of access privileges during or following any audit that determines misuse of the system.
- Unauthorized use includes, but is not limited to, queries not related to a legitimate business purpose, personal use, improper dissemination to unauthorized personnel, and sharing, copying, or distributing resource information to unauthorized users.
- Willful, unauthorized use of, alteration, or destruction of informational assets is a computer-related crime punishable under the provisions of Chapter 815, Florida Statute.
- To report suspected misuse of the system to the DIS Help Desk (850)413-3190 or Help.Desk@myfloridacfo.com.

By signing below, I am acknowledging my understanding and agreement with the requirements for access to, and use of, the system(s) and the information contained.	I have approved access as indicated for the above named individual.
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User's Signature:		Supervisor's Signature:	
User's Name - printed:		Supervisor's Name - printed:	
User's Title - printed:		Supervisor's Title - printed:	
Date:		Date:	

Financial Services Use Only:

DACA Username:	JAC	NASSAM Username:		Printer ID:	P
Org Codes Assigned:		Site Code:		Other:	
FLAIR request approved & processed by:				Date:	