



Position & Personnel Data Base (PPDB) Security Access Request Process

The following steps outline the general guidelines for requesting user access to PPDB and APPL/CERT using the *Position & Personnel Data Base (PPDB) Security Access Request and Confidentiality Agreement*. Please contact HR Systems at Group.PPDB@state.or.us with any questions.

Who	Action
Supervisor	<ul style="list-style-type: none"> • Determine the correct level of access (applicable to the required duties of the user's position). • Complete User Information and Access Information Section of the agreement (this must include a descriptive narrative outlining and justifying the request and level of access indicated). • Print a hard copy for the employee to review and sign. • Forward an electronic copy of the agreement to the agency's security officer.
Supervisor and Employee	<ul style="list-style-type: none"> • Review with the employee the policies and laws described in the agreement and answer any questions that the employee may have. • Supervisor must verify that the employee has read and understands the agreement.
Supervisor	<ul style="list-style-type: none"> • Submit the hard copy form to the agency's Human Resources Manager or Appointing Authority for approval.
Agency Human Resources Manager or Appointing Authority	<ul style="list-style-type: none"> • Verify that the level of access requested is appropriate. • If the request is denied: the form should be returned to the employee's supervisor to be modified if needed and the process will restart. • If the request is approved: the Human Resources Manager or Appointing Authority will sign and date the request and forward to the agency's security officer.
Agency Security Officer	<ul style="list-style-type: none"> • Review request to verify that all sections have been completed and are applicable. • Compare the signed form with the electronic form to verify that the information is the same. If the information does not match then the security officer will confirm the information with the requesting supervisor and make corrections to the electronic copy. • Sign and date agreement indicating you are aware of the guidelines and responsibilities. • Retain the hard copy form. • Submit the electronic form via email attachment to: Group.PPDB@state.or.us The subject of the e-mail should read: 'Agency (agency number) Request for PPDB Access'. • If the request requires access to APPL/CERT then the security officer will also need to copy applcert.info@state.or.us

PPDB Security	<ul style="list-style-type: none"> • Check the information and verify that the request for access is acceptable. • If APPL/CERT access is requested then PPDB Security will wait for confirmation from DAS Statewide Recruitment before access to APPL/CERT is granted.
DAS Statewide Recruitment	<ul style="list-style-type: none"> • DAS Statewide Recruitment will forward the e-mail request to PPDB Security indicating whether or not access to APPL/CERT has been approved.
PPDB Security	<ul style="list-style-type: none"> • Add user to security table then forward information to RACF Administration.
RACF Administration	<ul style="list-style-type: none"> • Add the user to the proper groups. • Send the temporary password to the user. • Notify PPDB Security that the user has been added and that the temporary password has been communicated to the user.
PPDB Security	<ul style="list-style-type: none"> • Notify the agency security officer once access has been granted.
HR Systems	<ul style="list-style-type: none"> • Perform audits on a scheduled and unscheduled basis.