

DATE:

TO:

FROM: Colleen Norring
State SEMA4 Security Administrator

RE: YOUR CLEARANCE TO USE SEMA4

Your employing agency is beginning the process to request you be given access to the Statewide Employee Management System referred to as SEMA4. If you currently do not have a Login ID, you will first need to be assigned a Mainframe Login ID (Operator ID) by the Office of Enterprise Technology. This most likely is being done for you and requires no action by you. Next, your supervisor, possibly along with the SEMA4 Security Administrator for your agency, will complete a Request for SEMA4 Security form. This form allows your agency to choose which panels you will be allowed to access. It also will allow them to choose at what level you will have access. **Agency Access** – This allows a user to retrieve employee records for one or more chosen agency(s), or **Department Access** – This allows a user to retrieve employee records for one or more chosen Department ID Code(s).

The Request for SEMA4 Security form requires your signature as well as the signature of the agency SEMA4 Security Administrator. However, before you sign this form, it is imperative that you read the Summary of the Data Practices Act which is attached. In general, private data on an employee must not be used or released for any purpose other than personnel/payroll administration without the written consent of the employee. Your signature on this form means that you understand and agree to comply with the requirements of the Minnesota Government Data Practices Act regarding **all data that is not public**.

As soon as your SEMA4 access has been granted, you will be notified by a phone call from either myself or your agency SEMA4 Security Administrator. At that time, along with our assistance, you will be asked to create a password and to sign on to the SEMA4 System **immediately**. This will ensure that you are successful in signing on for the first time and that you understand the procedure for your future use.

When you create a password for yourself, you prevent unauthorized persons from using your security clearance. Always keep your password **secret**. No one – not even your supervisor – should know what it is. If anyone discovers what your password is, you should change it immediately. The password must be 8 characters long, must contain at least 1 alpha character, must contain at least 1 numeric character, and must contain at least 1 of the following special characters: * \$: = ! . % ? @ # _ &. The special character cannot be the first or last character of the password. Your password must be changed every 30 days and the same password cannot be used again for at least 6 password cycles.

If there is anything you do not understand or you have questions or concerns, please feel free to call me at 651-259-3634 and I will do my best to help you.