

Request for SEGIP/SEMA4 Access
 SEGIP Security Administrator
 Minnesota Management & Budget
 658 Cedar Street, St. Paul, MN 55155
 FAX: 651-797-1341

Employee Name: _____ Employee ID: _____
 Mainframe Logon ID: _____ **(Employee ID Required for All Users)**
 Mailing Address: _____ Agency Number: IBU _____
 _____ Phone Number _____
 _____ E-mail Address: _____

Check (✓) one: New Access _____ Change Access _____ Delete _____ Suspend _____ Unsuspend _____

All users will have access to the following security page: Search by National ID (view only)

Department access

Check one:

- | | |
|--|---|
| <input type="checkbox"/> IBU0740- Affinity Plus Fed Credit Union | <input type="checkbox"/> IBU0700-MN Historical Society |
| <input type="checkbox"/> IBU0940-AFSCME-Council 6 Staff | <input type="checkbox"/> IBU0886-MN Horticultural Society |
| <input type="checkbox"/> IBU0946-Agricultural Utilization | <input type="checkbox"/> IBU0885-MN Humanity Commission |
| <input type="checkbox"/> IBU0755-American Legion | <input type="checkbox"/> IBU0350-MN Safety Council Inc |
| <input type="checkbox"/> IBU0730-House of Reps. Staff | <input type="checkbox"/> IBU0063-MN State Fair Board |
| <input type="checkbox"/> IBU0735-House of Reps. Members | <input type="checkbox"/> IBU0944-Enterprise MN |
| <input type="checkbox"/> IBU0209-Inter Faculty Organiz. Staff | <input type="checkbox"/> IBU0947-Rural Policy & Development |
| <input type="checkbox"/> IBU0800-Joint Underwriting Assoc. | <input type="checkbox"/> IBU0725-Senate Members |
| <input type="checkbox"/> IBU0941-MAPE Staff | <input type="checkbox"/> IBU0705-Senate Staff |
| <input type="checkbox"/> IBU0943-MMA Staff | <input type="checkbox"/> IBU0920-Veterans of Foreign Wars |
| <input type="checkbox"/> IBU0789-MN Govt Engineers Council | |

Page access - To choose page access, complete reverse side of this form.

I understand a majority of the personal/job data information available through SEMA4 is classified as private under the provisions of the Minnesota Government Data Practices Act. I have read and understand the "Data Classifications" chapter of the manual.

I also understand that if it becomes necessary to have my password re-set, upon contacting the State SEMA4 Security Administrator(s), I may be asked to provide a form of private information about myself that is found on my HR record in order to identify me as the person requesting the re-set. I further understand that I am not obligated to comply with this request, however, refusal may result in my being unable to regain access to SEMA4. I realize this process is necessary to maintain the security of the SEMA4 system and is strictly used for verification.

Signature of User _____ Date _____

I hereby delegate to the user identified above authority to complete or view insurance transactions entered on SEMA4 pages included in the security role identified for employees of the agency(s)/departments(s) listed. This employee has been trained to accomplish these tasks and has been provided with a copy of the Minnesota Government Data Practices Act.

Signature MMB SEGIP Administrator _____ Phone _____ Date _____

Page access - To complete the page access selection:

Place an X next to the security groups this person needs access to in order to perform their job.
e.g., X Administer Workforce.

HR Security Components

Administer Workforce (Includes Personal, Employment and Job Data/Non-Employee)

Circle access required, either **Update** or **View**

Benefit Security Components

To complete the page access selection, choose Administer Base Benefits and/or Administer COBRA.

Administer Base Benefits
(view access only)

Benefit Program Participation	Benefits Personal Data	Depend/Beneficiary Summary
Dependent/Beneficiary	Life & AD/D Benefits	Benefit Arrears/Freq Override
Health Benefits	Employee Data Summary	Primary Job Flags Maintenance
FSA Benefits		

Administer COBRA
(view access only)

COBRA Activity	Dependent/Beneficiary Data	Messages
Event Status Update	Benefit Program Participation	Life Benefits (Manual)
Participation Termination	Health Benefits	Benefit Prog Participation (Manual)
Non-Employee Data	Event Summary	