STRATEGIC INFORMATION MANAGEMENT SYSTEM

AGENCY USER ACCESS REQUEST FORM

Please complete & return to Treasury Strategic ICT

20th Floor, 28 Barrack St, Perth 6000 **or** scan and email to **sims.helpdesk@treasury.wa.gov.au**

Name: .... Phone No: ....

Job Title: .... Mob: ....

Agency: .... SIMS User ID: *SIMS\SA* ....

Work Address: ....

Email: ....

Please complete all relevant sections

Type of Access Request:	NEW ☐	AMENDMENT ☐	RENEWAL ☐	DELETION ☐	**Access Expiry Date**: / /

Access to Agency/ Agencies (Please provide SIMS agency code or title) ....

SIMS MODULES	User Roles			User Role Description
	Agency User "No Submit Access"	Agency Approver "Submit Access"	Agency Read Only Access	
BTM/AIM/BPM Budget Tracking	☐	☐	☐	**Agency User:** can create Draft adjustments and run reports (i.e. data entry only) **Agency Approver:** can create Draft adjustments, run reports and submit to Treasury **Agency Read Only**: can view screens and reports with no edit access.
ACM Actuals Collection	☐	☐	☐	**Agency User:** Can input ACM Actuals data and run reports, i.e. data entry only; and can input & submit AIM Project Actuals data. **Agency Approver:** Can input Actuals data, run reports and **submit** to Treasury; and can review & approve AIM Project Actuals data.

Signed by CFO or Equivalent:

Name: .... Phone No: ....

Job Title: .... Mob: ....

Email: .... Date: /   /

SharePoint/AD Updated ☐   Roles Allocated ☐   User Notified ☐

Signed by SIMS System Administrator   Date: /   /

For any queries regarding this form please email sims.helpdesk@treasury.wa.gov.au

STRATEGIC INFORMATION MANAGEMENT SYSTEM (SIMS)
CONDITIONS OF ACCESS

Registration of Approved Users:

This undertaking is to be completed by all persons who require access to the Department of Treasury's Strategic Information Management System (SIMS) Environment. It will be held by the System Administrator in a Register of Users.

Responsibilities of Approved Users:

The allocation of a SIMS LOGON-ID gives rise to security responsibilities. The following identifies those responsibilities and confirms your acceptance.

1. The LOGON-ID assigned to me is my responsibility and I am accountable for its use at all times.

2. I will take reasonable precautions to avoid disclosure of my password or unauthorized use of my LOGON-ID.

3. I will take reasonable precautions to prevent an unauthorised person gaining access to a workstation that is in session under my LOGON-ID.

4. The software will be used for the sole purpose of executing my official duties.

5. Any information obtained from the system will be used for the sole purpose of executing my official duties.

6. When handling information on or from the system I will exercise due care and observe confidentiality requirements.

7. It is incumbent upon me to immediately notify Treasury when my responsibilities change and I no longer require access to SIMS.

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Name: ……………………………………………………………………
Signed in acknowledgement of the above Responsibilities of Approved Users