

## Accounting Department – Security Request

### Requesting Uniform State Accounting System (USAS) Access

Original Date: April 1, 2011

Revision Date: Same

#### Applies to:

All UNTHSC employees

#### Purpose:

The Uniform State Accounting System (USAS) Access Form is used to request access to USAS, TINS, HRS, SPA, and other State online systems.

#### Form(s):

- The [USAS Access Form](#) is located on the Accounting Department website under "Forms". This is used by the Department Head, or an individual authorized as a designee by the Department Head, who is requesting access for an employee.
- The [Comptroller's Public Information Summary Disclosure Manual for Employees and Contractors](#) is located on the State of Texas Fiscal Management (FMX) website under "Forms". This provides guidelines for compliance by individuals using USAS.
- The [Confidential Treatment of Information Acknowledgment \(CTIA\)](#) form is located on the State of Texas Fiscal Management (FMX) website under "Forms". This is used by the employee requesting access.

#### Process:

- The USAS Access form must be routed through the Department Head or an individual authorized as a designee by the Department Head.
- The Accounting Department will only process USAS Access forms received directly from an appropriate representative of the department.
- Please complete the form and route via email to the [USAS Security Coordinator](#).
- Review the Comptroller's Public Information Summary Disclosure Manual for Employees and Contractors.
- Send the Confidential Treatment of Information Acknowledgment (CTIA) form to [USAS Security Coordinator](#) after reviewing the Comptroller's Public Information Summary Disclosure Manual for Employees and Contractors.
- The Accounting Department will grant access and then forward a response back to the requestor once the process has been completed.

#### Exceptions to Procedure:

As of the revision date, there are no exceptions.

**Training:**

N/A

**Additional Information:**

For assistance, contact the [Accounting Department](#) at (817) 735-2489.