



Commonwealth of Massachusetts

ENTERPRISE SECURITY ACCESS REQUEST FORM FOR CONTRACTORS

INSTRUCTIONS: Please review the [Job Aid: Enterprise Security Access Request for Contractors](#) to complete and submit this request using a Secure Application Request through [EOTSS ServiceNow Secure Application Request](#).

<p>Access to Enterprise Systems by individuals who are not an employee of the Commonwealth department seeking security access presents an additional level of risk to the safety, security and protection of system assets and data. I am hereby requesting Enterprise System Access for one or more Contractors as detailed below in accordance with the Enterprise Security Access Policy for Contractors. Note: Contractors are a temporary assignment and may not be used to replace state employees or state employee roles.</p>	
<p>Contractor Full Legal Name In HR/CMS</p>	<p>HR/CMS Employee ID</p>
<p>Identify Employer Full Legal Name If vendor or staff augmentation resource</p>	
<p>Indicate Enterprise System and list all of the specific access roles sought that will be requested. All roles that will be submitted in the UDOC must be listed here or the roles will not be processed. After the initial request, additional roles may not be automatically approved if scope too broad for contractor. Access may be limited based upon request.</p> <p><input type="checkbox"/> Mosaic Display Role(s): <input type="text"/></p> <p><input type="checkbox"/> Mosaic Other Role(s) or Access: <input type="text"/></p> <p><input type="checkbox"/> HR/CMS Display Role(s): <input type="text"/></p> <p><input type="checkbox"/> HR/CMS Other Role(s) or Access: <input type="text"/></p> <p><input type="checkbox"/> Other: <input type="text"/></p>	
<p>Period of Access Contractor access is expected to be temporary to meet the need. Security will not automatically be extended. If business need is due to staffing issues, period limited to 6 months. No request will extend beyond 1 year (project based.)</p>	
<p>From:</p>	<p>To:</p>
<p>Detailed explanation of significant business need and why Enterprise Security access cannot be accomplished with current state employees. Contractors may not replace state employees and must be for a temporary need. Staffing decisions that prompt the need for contractor access are not sufficient to support extended contractor security access.</p>	
<p>The department certifies that all Contractor(s) work shall be supervised by state employees of the department, that all contractors will be properly trained for the security roles that are approved, including any CTR provided trainings, and that a background check has been completed and that there is no incident or event of theft, cybercrimes, embezzlement, or other fraudulent events that would disqualify the Contractor or raise concerns about security access to Enterprise Systems.</p>	
<p>Department Name</p>	<p>Date</p>
<p>Department Head Authorized Signatory Name</p>	<p>Department Head Authorized Signatory Signature</p>
<p>Department Head Authorized Signatory Title</p>	