KEES Access Change Request

# User Information:

# All fields are required – enter “x” in the MI field only if the User doesn’t have a middle name.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee Type:  State Staff  Contracted Staff** | | | | | **Current KEES User ID:** | | |
| **Last Name** | **First Name** | | **MI** | **Phone Number** | | | **Email Address** |
| **Supervisor:** | | | | **Phone Number** | | | **Email Address** |
| **Functional Job Title:** | | **Department** | | | | | |
| **Location** | | **Organization Code (DCF only)** | | | | **Organization Code (KDHE only)** | |

# Submitter: All fields are required.

|  |  |  |  |
| --- | --- | --- | --- |
| **Last Name** | **First Name** | **Phone Number** | **Email Address** |

1. Save this file using the User’s name and date in the file name. (MM-DD-YYYY LName, FName, MI ChangeRequest)
2. Fill out the Submitter and User Information sections, making any necessary changes.
3. Select any preferred access changes on page two (2). Changes on page two (2) will replace user’s current KEES access.
4. Print the document, sign, and date as the Submitter. (digital and electronic signatures accepted)
5. Forward both pages of the Request to your designated Approver.

**\*Submitter Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \*Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Approver: All fields are required.

|  |  |  |  |
| --- | --- | --- | --- |
| **Last Name** | **First Name** | **Phone Number** | **Email Address** |

1. Review the request for incomplete or incorrect information.
2. If you approve, sign and date below, scan the document, and **attach** to an e-mail message. The final request form must be a stand-alone document e-mailed from the Approver’s mailbox. (Digital and electronic signatures accepted)
3. E-mail both pages of the form to: [**KEES.Security@ks.gov**](mailto:KEES.Security@ks.gov)

**\*Approver Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \*Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Delete/Change KEES Security Access

**IMPORTANT:** What is entered below will **REPLACE** existing access unless otherwise indicated in the Comments section. Click on the box to select it. Click again to remove the “x.”

**Update Capability:** The Task Management Group must always be added to the access when Add/Update capability is requested.

|  |  |  |  |
| --- | --- | --- | --- |
| **← Click here to remove all KEES access.** Include a reason and date that can be associated with this event in the Comments section at the bottom of the form. Supervisor will end-date Worker ID. | | | |
|  |  |  |  |
| **ADD** | **SECURITY GROUP NAME** | **ADD** | **SECURITY GROUP NAME** |
|  | ADAP Staff |  | LIEAP Clerical Staff |
|  | CBS View Only Staff |  | LIEAP Eligibility Staff |
|  | Central Collections Unit |  | LIEAP Eligibility Supervisor |
|  | Central Office EBT Unit |  | Mailroom Specialist |
|  | Central Office View |  | Mailroom Specialist Supervisor |
|  | Contractor Clerical Staff |  | Medical Eligibility Staff |
|  | Contractor Medical Eligibility Staff |  | Medical Eligibility Supervisor |
|  | Contractor Medical Eligibility Supervisor |  | MMIS View Only Staff |
|  | CSS View Only Staff |  | PARIS Staff |
|  | Customer Service Rep |  | PPS View Only |
|  | Customer Service Supervisor |  | PPS Clerical Staff |
|  | Data Entry Clerk |  | PPS Eligibility Staff |
|  | EES Clerical Staff |  | PPS Eligibility Supervisor |
|  | EES Eligibility Staff |  | Quality Control Reviewer |
|  | EES Eligibility Supervisor |  | RDB Maintainer |
|  | Employment Services Contractor Staff |  | SIU Staff |
|  | Estate Recovery & Med Subrogation Staff |  | SIU Supervisor |
|  | Fair Hearings Staff |  | SSA Inquiry Staff |
|  | Inquiry |  | Task Management Staff |
|  | KDHE Fiscal Unit |  | WP and CC Staff |
|  | KDHE Temp Staff |  | AVS System Access |
|  | KEES Current |  | DCF PEBT Staff |

**COMMENTS:**