

State of Minnesota Budget Systems Authorization Form Instructions

Agency Budget Directors/Coordinators must complete the authorization form to add or remove employee access to the Budget Planning and Analysis System (BPAS), Capital Budget System (CBS), and the MMB Budget Division Document Management SharePoint site. Please enter the required information into the fillable PDF form. Save the completed form and email it to budget.finance.mmb@state.mn.us. The form should be submitted by the Agency Budget Director/Coordinator. Do not submit a handwritten form. If you have any questions about completing the form, please contact the MMB Budget Operations team at budget.finance.mmb@state.mn.us

1. Security access and user roles for the Appropriation Maintenance Application (AMA) are tied to the StateWide Integrated Financial Tools (SWIFT) system security. Go to the [MMB SWIFT Security website](#) for the Security Access forms and instructions.
2. Access to the Legislative Fiscal Note Tracking System (FNTS) is authorized by the Legislative Budget Office (LBO); go to the [LBO website](#) for the authorization form or contact the LBO at fn@lbo.leg.mn.

Step 1 – Agency Information

1. **Agency** - Enter your Agency Number - Agency name (e.g., G10 – Minnesota Management and Budget).
2. **Budget Director/Coordinator** – Enter the name of your agency budget director or coordinator.
3. **Budget Director/Coordinator Email** – Enter the contact email for your agency budget director or coordinator.

Step 2 – User information

Complete the following fields for each authorized user. This information is required to grant access to the statewide budget systems.

4. **New User** – Check the New User checkbox if the user doesn't currently have access to any of the statewide budget systems.
5. **Name** – Enter the user's first name followed by their last name (e.g., John Smith).
6. **State Employee ID or 8-digit User ID** – Enter the user's state employee ID. This is the ID used to login to Self-Service and the Statewide Administrative Portal.
 - a. For Nonstate entity users who do not have a state employee ID, enter the 8-digit user ID issued by MMB for budget systems access.
 - b. For Nonstate entity users who do not have either an 8-digit user ID or a state employee ID, please leave this field blank. MMB will provide you with a user ID.
7. **User Email** – Enter the user's work email address.

Step 3 – System Access and User Roles

To remove a user's access from all three systems (CBS, BPAS and SharePoint), check the Remove All Systems Access checkbox.

For each system, select a user role and enter the three-digit Agency Code of the agency they are authorized to access in the system.

8. **Role** – Select a role from the role drop-down list for each system the user is authorized to access.
 - a. Leave this field blank for any system the user is not authorized to access.
 - b. To remove a user's current access to a system, choose the No Access option from the system role drop-down list and leave the Agency Code field blank.
9. **Agency Code** – Enter the three-digit agency code of the agency the user is authorized to access in the system (e.g., G10). For users with access to more than one agency, enter each agency code separated by a comma (e.g., P07, PS7), or use the open text field on page two.

Note: When selecting a role for [SharePoint](#), keep in mind the **Agency** role will grant a user access to all folders under their agency except the legislative initiatives folder, while the **Agency Legislative Initiatives** role will allow a user to access everything for their agency, including the legislative initiatives folder.



Budget Systems User Authorization Form

Agency: _____

Budget Director/Coordinator Name: _____ **Email:** _____

[illegible]



Budget Systems User Authorization Form

Agency: _____

Budget Director/Coordinator Name _____

Email: _____

Other: