

**INSIGHT - HUMAN RESOURCES**  
Security Access Request Form

**Employee Information**

(Please Print)

New User

Update Existing User

Delete Access

<b>Employee Name</b>	<b>State of Ohio User ID</b>
<b>Department Name(s)</b>	<b>Department ID(s)</b>
<b>Work Telephone Number (including ext.)</b>	<b>Work e-mail address</b>

(Note: This request overrides the user's current access or creates access for a new user that does not currently have access. Therefore, check all that apply.)

**HR Central System Administrator Role (DAS/HRD only)**

<b>Role</b>
HR Central System Administrator

**HR Central Roles (DAS/HRD only)**

<b>Role</b>
HR Central Classification Specifications
HR Central Certification

**HR Agency User Roles**

**HR Agency Roles**

<b>Role</b>
HR Insight User ( <b>with</b> View Confidential)
HR Insight User ( <b>without</b> View Confidential)
HR Agency Recruiter Assistant

**HR Agency (Miscellaneous)**

<b>Role</b>
HR Agency Administrative Support (Paper Applications)
HR Agency EEO Specialist
HR Agency Viewer

# OHIO HIRING MANAGEMENT SYSTEM INSIGHT - HUMAN RESOURCES

## Security Access Request Form

**Security and User Access - read before signing**

- 1. Security provides the means for data in the OHMS system to be viewed and/or updated. Security is controlled by your identified role, username and password. You will be prompted to change your password every ninety days. Your password is extremely confidential and should not be given to any other person.**
- 2. To develop user access, check the appropriate boxes on this form to assign the functions needed to perform the duties of the position. The signatures below provide us with the authority to grant the access requested.**
- 3. All security forms and a record of changes, including dates, are kept on file. The files are kept by the Department of Administrative Services, Human Resources Division, Office of Talent Management, Talent Acquisition Group. A copy should be kept with the agency. Send original security form to Talent Acquisition Group using instructions below.**
- 4. If user leaves agency or assumes a role that does not require OHMS, it is the responsibility of the agency appointing authority, or designee, to have Insight access removed. Send security form, with "Delete Access" box marked, to the Talent Acquisition Group.**
- 5. Check as many roles as necessary for user to perform required job duties.**

\_\_\_\_\_  
Signature - State of Ohio Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature - Agency Appointing Authority or Designee

\_\_\_\_\_  
Date

Send this form to:      System Administrator, Talent Acquisition  
DAS, Human Resources Division  
30 E. Broad St., 27th Floor  
Columbus, OH 43215  
Fax: (614) 466-5127  
Email: [careers@ohio.gov](mailto:careers@ohio.gov)

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