ViewDirect Recipient ID Request for TESS

Department Of INFORMATION TECHNOLOGY

Clear Form

Print Form

Agency Name: Select Pull Down for Agency

Agency Code: (6 Characters)

Address:

Requestor's Name:

Phone Number:

E-mail:

Requested Recipient ID: (6-10 Characters)

Preferred Password: (4-8 Characters)

Agency Code(s) Authorized to View:

Remote Printer ID: (RMTxxxx)

ADC Agency Account Code:

TESS Functional Coordinator Signature: _____ Date:

FMIS Security Officer Signature: _____ Date:

The completed ViewDirect Recipient ID Request form can be submitted to the IT Service Desk by -

Fax: 443-926-9742 (no cover sheet); or

E-mail: service.desk@maryland.gov

For internal use only -

Printer JCL: Initials:

Ticket #: Date:

State of Maryland
Department of Information Technology

ViewDirect Recipient ID Request for TESS Form - Instructions & Other Related Information

A 'ViewDirect Recipient ID Request for TESS' form is required when:

- Defining a new ViewDirect Recipient ID;
- Deleting an existing ViewDirect Recipient ID; or
- Modifying 'Agency Code(s) Authorized to View' for an existing ViewDirect Recipient ID. (*Note: the Department of Information Technology (DoIT) does not require that a 'ViewDirect Recipient ID Request for TESS' form be completed when making any other modifications to an existing ViewDirect Recipient ID.*)

The procedures listed below must be followed when completing the 'ViewDirect Recipient ID Request for TESS' form:

1. **Agency Name:** Enter or use the pull down menu to select the requestor's agency name.
2. **Agency Code:** Enter the 6-character agency code associated with the requestor's payroll agency.
3. **Address:** Enter the requestor's agency mailing address.
4. **Requestor's Name:** Enter the requestor's first and last name.
5. **Phone Number:** Enter the requestor's telephone number.
6. **E-mail:** Enter the requestor's e-mail address.
7. **Requested Recipient ID:** Enter the preferred 6 to 10-character ViewDirect Recipient ID. (*Note: it is recommended that the requestor choose their 6-character ACF2 log-on ID as their requested Recipient ID.*)
8. **Preferred Password:** Enter the preferred 4 to 8-character password. (*Note: it is recommended that the requestor <u>does not</u> choose their ACF2 log-on password as their preferred password. ViewDirect Recipient ID passwords do not expire.*)
9. **Agency Code(s) Authorized to View:** Enter the 6-character agency code(s) for which any user of the requested Recipient ID is authorized to view reports in ViewDirect. (*Note: wildcard characters are not permitted in the 'Agency Code(s) Authorized to View' field.*)

   Important Note to TESS Functional Coordinators and FMIS Security Officers:

   Access to TESS reports in ViewDirect can only be restricted down to the 6-character agency level. If any user of the requested Recipient ID should not be able to view reports for the entire 6-character agency code(s), please do not approve this request.
10. **Remote Printer ID:** Enter the remote printer ID (RMTxxxx) for which the requested Recipient ID will route print requests.
11. **ADC Agency Account Code:** Enter the Annapolis Data Center (ADC) agency account code to which ViewDirect print request charges will be billed.
12. **TESS Functional Coordinator Signature:** The agency's TESS Functional Coordinator signs and dates the form.
13. **FMIS Security Officer Signature:** The agency's FMIS Security Officer signs and dates the form.

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A DoIT Technical Services Operations team member will notify the requestor upon completion of the ViewDirect Recipient ID request.