GRANTING ACCESS TO TOWNHALL IDAHO FOR STATE EMPLOYEES

Login to the Controller's Office website.







Access newer apps like the SCC ServiceDesk customer portal, File Transfer portal, and Luma. Select "Security Access Request."

SCO APPLICATIONS MENU							
Employee	Applications		Agency	Applications			
₿	EMPLOYEE SELF SERVICE			IBIS			
B	Form W-2			IPOPS			
2	I-TIME			Online Reporting			
	NET PAY CALCULATOR			STATEWIDE ACCOUNTING SYSTEM			
	PAY STUBS		٩	Security Access Request			

Select "New Security Request" (instructions can be found <u>Security Form Overview</u> (idaho.gov)), or "View Security Access for Active Employees and Pending Requests."

STATE OF IDAHO CONTROLLER'S OFFICE	Return to Security Access Request	Return to Apps Menu	New Security Request	
BRANDON D WOOLF	Security Acces			
	5			
New Security Re	equest			

View Security Access for Active Employees and Pending Requests

View Prior Security Access for Terminated Employees

Password Reset - Security Administrator

Within form, select the "Additional Authority" tab.



□ Terminate Employee

□ Non-State Employee

AUTHORIZATION for SECURITY REQUEST for all SCO APPLICATIONS This form replaces prior authorizations

For questions regarding security access or this form please contact 208.334.3100 or e-mail accessrequest@sco.idaho.gov

Employee Information Person	nel and Payroll Security	IBIS Security	Accounting/STARS Security	Luma	Additional Authority
Effective Date:*					
Employee Last Name:*			Suffi	x:	
Employee First Name:*					
Employee Middle Name:					
Employee Preferred Name:					
Employee Agency Code:*					
Employee E-mail:*					
	Email Addresses	must have the @ s	ymbol and must be unique for eac	h employee	
Agency Address:*					

On the "Additional Authority" tab:

- a. Select "Add/Change Access,"
- b. Select "Townhall Administrator," and
- c. Fill out "Townhall Entities."

Employee Information	Personnel and Payroll Secu	rity IBIS Security	Mainframe Access	Accounting/STARS Security	Luma	Additional Authority	Keywords
Action:*	 No Change Add/Change Delete All Ac 	Additional Authorit Access - Additional Iditional Authority A	y Access Authority Access ccess		·		
Surplus Property E By selecting 'YES' emp personal property as s	Declaration ployee can access the Boa surplus to an agency.	d of Examiners Sur	plus Property declaratio	on and disposal forms online a	nd declare ar	nd/or dispose state	owned
Surplus Property Deck	aration:	No					
By selecting 'YES' on the Accounting and IBIS.	he option below, the emp	loyee will have the	authority to request see	curity access for other individua	als in the age	ency for Personnel, F	Payroll,
Security Request Adm	inistrator:	No					
Security Administr By selecting 'YES' on the and mainframe passwe	<u>ator</u> he option below, the emp ords.	loyee will have the	authority to request <u>pa</u>	ssword resets for employees ir	the agency.	These include web	applications
Security Administrator	-						
Townhall Administ By selecting 'YES' on t designated entities. T	<u>trator</u> he option below, the emp his includes changing ent	loyee will have the ty details, and addi	authority to administer ng, changing and delet	the Townhall application on thing public meetings.	ie SCO Enterj	prise Dashboard for	the
Townhall Administrate	Dr.	\checkmark					
Townhall Entities: (plea whom you need to creat one per line)	ase list all entities for te public meetings,						

Submit form for approval.

	Save Submit for A	pproval	Comments	Cancel					
AUTHORIZATION for SECURITY REQUEST for all SCO APPLICATIONS This form replaces prior authorizations									
For questions regarding security access or this form please contact 208.334.3100 or e-mail accessrequest@sco.idaho.gov									
Employee Information	Personnel and Payroll Security	IBIS Security	Mainframe Access	Accounting/STARS Security	Luma	Additional Authority	Keywords		