

EPM Security Job Aid

Procedures for Adding EPM Super Users

Key points to remember when adding EPM Super Users:

- Up to three (3) Super Users may be assigned per agency
- EPM Super Users should have experience in advanced reporting or analytical responsibilities (data analysis, FOI reporting, Query/ad-hoc reporting, federal reporting); have accelerated Microsoft Excel, Microsoft Access, and/or Crystal Report skills used in manipulating and analyzing data; have an orientation toward the business and analytical needs of the agency; attended Core-CT EPM training; proven to be comfortable working in the Core-CT EPM environment and can produce quality, efficient, queries.
- The Super Users will be expected to be the Agency's point person for EPM questions and for the creation, distribution, and sharing of queries within their agency.
- Users granted Public Query access must be responsible and follow the guidelines for public query access. **Knowing that if the guidelines are not followed, the user's public query access may be suspended or revoked at the discretion of the Core-CT project directors.**
- Agency Security Liaisons (**Financials and HRMS**), Agency Sponsors, and any other agency supervisory personnel should discuss the list of agency EPM Users and identify up to three individuals who will be EPM Super Users.
- **Agency Security Liaisons** (Financials and/or HRMS) **should communicate** the responsibilities and expectations to the individuals selected as EPM Super Users and give them a copy of the Task document.