

# FI\$Cal Identity Self-Service Portal (FISSP)

July 27, 2018

# Topics

- Departmental Authority Designee (DAD) vs Requestor
- Business Process Overview
- FI\$Cal Access Request Form
- Using the FISSP
- Appendix: Setting up an Outlook rule

# DAD vs Requestor

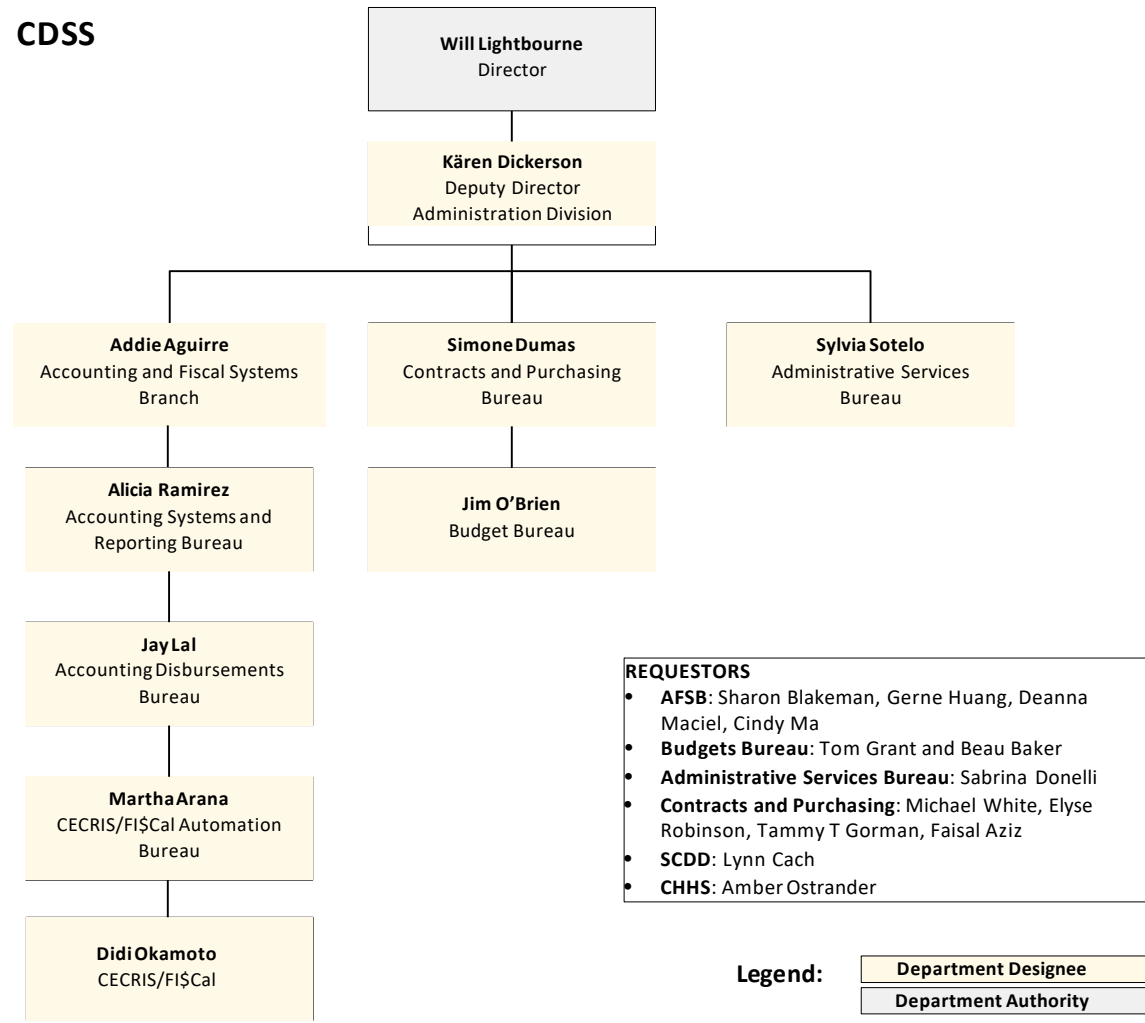
## Departmental Authority Designee (DAD)

- Approves new users
- Approves role mapping changes
- Also creates new Requestors

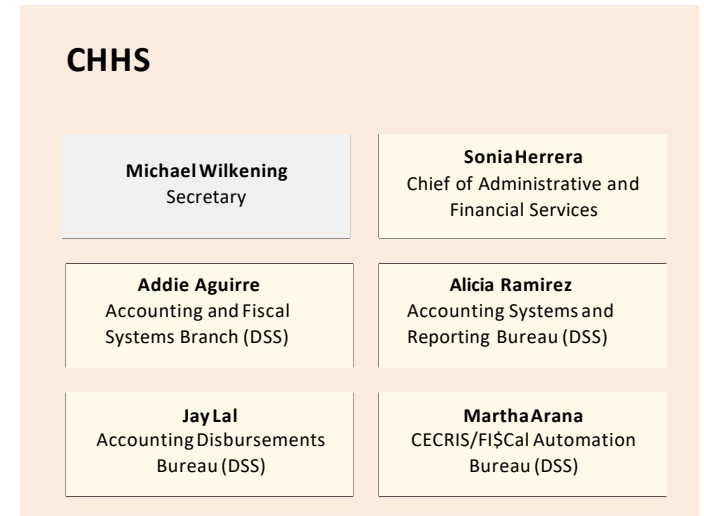
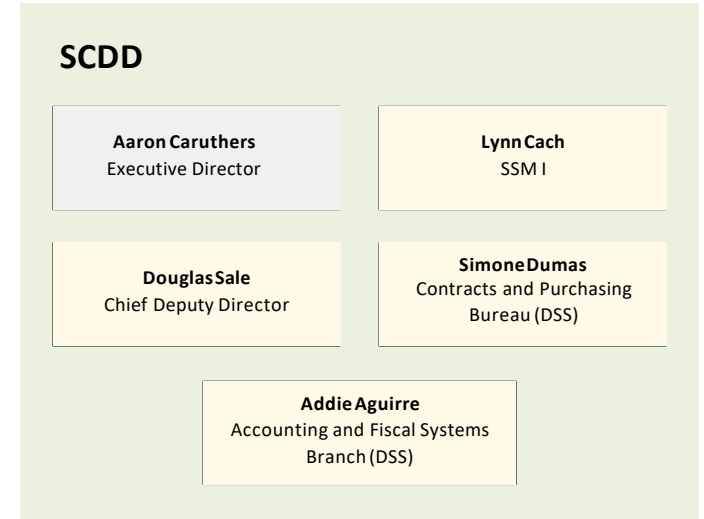
## Requestor

- Requests new users
- Requests role mapping changes

# DAD vs Requestor

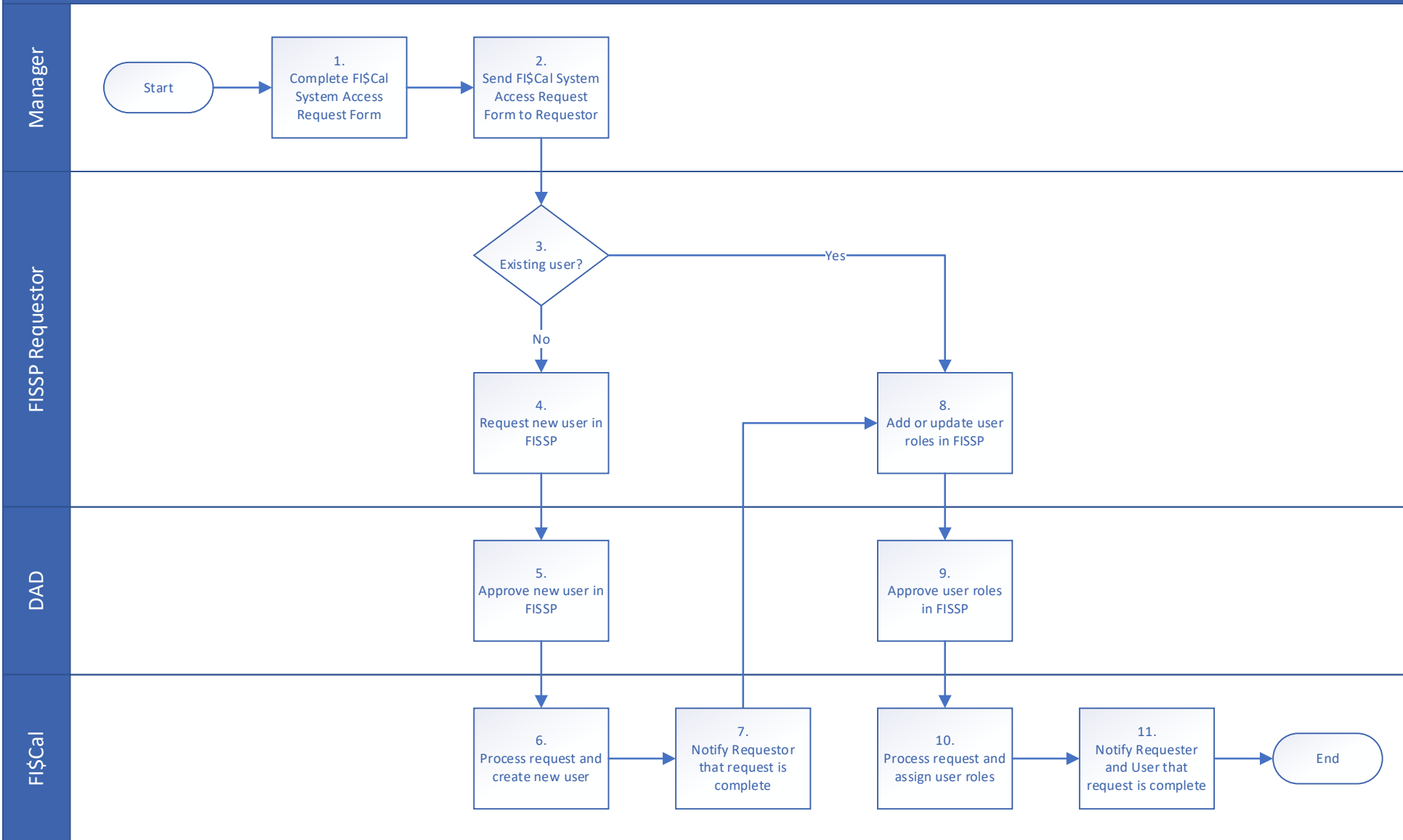


as of 7/25/2018



# FI\$Cal Identity Self-Service Portal (FISSP)

effective September 1, 2018



# FI\$Cal Access Request Form

- Form available on [Sharepoint](#)
- Send role mapping questions to [FI\\$CalRoleMap@dss.ca.gov](mailto:FI$CalRoleMap@dss.ca.gov)



California Department of Social Services  
Administration Division

## FI\$Cal System Access Request Form

### Gaining Access

To gain access to the Financial Information System for California (FI\$Cal), please complete, sign, and scan the completed form to [FI\\$CalRoleMap@dss.ca.gov](mailto:FI$CalRoleMap@dss.ca.gov). Please allow up to ten business days for approval and FI\$Cal processing.

### User Information

New Access     Change Access     Delete Access

Name (First, Middle, Last): <input type="text"/>	Phone Number: <input type="text"/>
Work Email: <input type="text"/>	Job Classification: <input type="text"/>
Division/Branch/Bureau: <input type="text"/>	Index Number: <input type="text"/>
Account Effective Date: <input type="text"/>	City: <input type="text"/>
Previous FI\$Cal User: <input type="text" value="Please select yes or no"/>	If yes, provide previous FI\$Cal Email: <input type="text"/>

### Business Unit(s)

<b>PRIMARY BUSINESS UNIT</b> (Check all that applies):			
<input type="checkbox"/> 5180 (CDSS)	<input type="checkbox"/> 4100 (SCDD)	<input type="checkbox"/> 0530 (CHHS)	<input type="checkbox"/> Other: <input type="text"/>

# Using the FISSP

- Same user name and password as FI\$Cal
- Different address: <https://sso.iam.fiscal.ca.gov/identity>
- Review job aids at <http://fiscal.ca.gov/access-fiscal/ISSJobAids.html>



Job Aid	Job Aid Description	Job Aid #	Posted / Updated
<a href="#">Additional Role Information for Role Request 3.0</a>	How to Add Additional Information for a Role Request.	FI\$Cal.333	09/18/2017
<a href="#">Approve Pending Approvals in Identity Self-Service 1.0</a>	How to Approve Pending approvals awaiting in Identity Self-Service.	FI\$Cal.318	12/15/2016
<a href="#">Assign Hyperion Role in Identity Self-Service 2.0</a>	How to assign Hyperion Role to users in Identity Self-Service they have authority over.	FI\$Cal.329	04/20/2017
<a href="#">Create New User in Identity Self-Service 1.0</a>	How to request a new user in the Identity Self-Service.	FI\$Cal.315	12/15/2016
<b>NEW</b> <a href="#">Departmental Requester in Identity Management System 1.0</a>	How to add the Departmental Requester role to a user in the Identity Management System.	FI\$Cal.382	07/10/2018
<a href="#">Disable User in Identity Self-Service 2.0</a>	How to Disable User in Identity Self-Service.	FI\$Cal.324	06/06/2017

# Using the FISSP

The screenshot shows the FISSP Identity Self Service interface. At the top left is the FISCal logo with the tagline "One state. One system." and "Identity Self Service". At the top right, a user ID "DGSDAD9" is displayed in a red box. Below the header is a "Home" tab. The main content area contains seven tiles:

- My Information**: Manage your profile, passwords and challenge questions.
- My Access**: See what you have access to.
- Request Access**: Request access for yourself or for others.
- Track Requests**: Track the status of your pending requests.
- Users**: Manage users.
- Create New User**: New User Creation in Your Department.
- Pending Approvals**: Take action on requests assigned to you for approvals.

Numbered callouts are placed over the tiles: 1 over "Create New User", 2 over "Users", 3 over "Track Requests", and 4 over "Pending Approvals". A red circle with the number 7 is also present over the "Pending Approvals" tile.

1. Create new users
2. Modify roles of existing users
3. Look up previous requests (search by Request ID)
4. View items for approval (DADs only)

# Using the FISSP – DAD Approves Request

1. Select the request
2. Click on the Claim button
3. Click on the Approve button

The screenshots illustrate the following steps:

- Step 1:** Select the request from the 'Pending Approvals' list.
- Step 2:** Click on the 'Claim' button for the selected request (Request ID: 23027).
- Step 3:** Click on the 'Approve' button to complete the request.

# Next Steps

- Send role mapping questions or requests to [FI\\$CalRoleMap@dss.ca.gov](mailto:FI$CalRoleMap@dss.ca.gov)
- Contact Sharon Blakeman for 1:1 assistance

# Appendix: Setting up an Outlook rule

1. Create a FI\$Cal DAD folder in Outlook for these emails.
2. Open an email from [donotreply@fiscal.ca.gov](mailto:donotreply@fiscal.ca.gov) and select Rules.
3. Select Always Move Messages From: donotreply@fiscal.ca.gov.
4. Select the FI\$Cal DAD folder created in Step 1 and click OK.

