User Access Request Frequently Asked Questions (FAQs)

What is a Departmental Authority/Designee?

The Departmental Authorities or their Designee(s) are the only State employees who can authorize access to data, processes and applications within the FI$Cal system. The Departmental Authority can be only the Department Director, Executive Director (for Boards, Commissions, or Authorities), Chief Deputy (for Constitutional Offices), or Agency Secretary (for State Agencies). Designees can authorize users on behalf of the Departmental Authority. A Departmental Authority can be removed by a successor Departmental Authority, Chair of a Board, Commission or Authority, or a Constitutional Officer.

Who can be a Departmental Authority/Designee (DAD)?

The Departmental Authority can be only the Department Director, Executive Director (for Boards, Commissions, or Authorities), Chief Deputy (for Constitutional Offices), or Agency Secretary (for State Agencies).

Who can remove an existing Departmental Authority?

A Departmental Authority can be removed by a successor Departmental Authority, Chair of a Board, Commission or Authority, or a Constitutional Officer.

Can a Departmental Designee appoint a new Designee?

Only the Departmental Authority can appoint a new Designee.

Can a Designee (DAD) request roles for another Designee (DAD)?
Yes.

Can a Departmental Authority request a role for themselves?
No, but the Designee can request a role for the Departmental Authority.

Who can remove an existing Departmental Designee?

The Departmental Authority or a Designee can remove a Designee.

Can a Departmental Designee remove an existing Designee?
Yes.

What is a DAD?

Each department must establish an Authority and the Departmental Authority has the opportunity to establish Designees – a Departmental Authority Designee is a DAD.

Who is my department's Authority?

Please contact your Department Liaison to determine your department's Authority. A list of Department Liaisons can be found here: http://www.fiscal.ca.gov/resources/.

How do I find out my department's DAD?

Please contact your Department Liaison to determine your department's Authority and Designee(s). A list of Department Liaisons can be found here: http://www.fiscal.ca.gov/resources/.

What is a MARF and where can I find it?

A MARF is a Multi-User Access Request Form and can be found here: http://www.fiscal.ca.gov/access-fiscal/FISCal_Service_Center/index.html.

Can users request roles for themselves?

No, users cannot request roles for themselves, including Designees (DADs).

Should I submit a MARF with only the changes or with all of our department's users?

Submit only the changes, do not include users without changes.

How do I indicate to ADD an end user role?

Role ADDs are identified on the MARF by:
1. Inserting an "A" in the end user row, role column on the MARF
2. Inserting an "X" in **Column M – Change End User Access** in the end user row, role column on the MARF

How do I indicate to REMOVE an end user role?

Role REMOVALS are indicated on the MARF by:
1. Inserting an "R" in the end user row, role column on the MARF
2. Inserting an "X" in **Column M – Change End User Access** in the end user row, role column on the MARF

Is it necessary to indicate a NEW USER?

Yes, a FI$Cal User Profile must be established for new users. If a MARF is submitted for a NEW USER without inserting an "X" in the NEW USER cell, FI$Cal does not know that a FI$Cal User Profile needs to be built.

How do I indicate to add a new user?

New Users are indicated on the MARF by inserting an "X" in the end user row, **Column K – New End User** in the end user row.

Is it necessary to indicate a remove an end user?

Yes, if an end user's access needs to be removed, an "X" must be inserted in **Column L – Remove End User** cell on the MARF. If a MARF is submitted without an "X" in the **Remove End User** cell for the end user, FI$Cal does not know that an end user's User Profile needs to be end dated and it's possible that the roles will be end dated but not the User Profile.