F&SCM Security Form

Phone: (928) 871-6337
Email FMIS Systems Office at
ooc.fmissupportteam@navajo-nsn.gov

Employee Information

First Name | Middle Name | Last Name | AB #

Position/Title | Email Address | Phone No.

Account Request Type

New Account: ☐ Remove Account: ☐ Change/Update Account: ☐

Account Configuration

Division | Department | Agency

User Role Request
(Approver or Requisitioner)

Financial Dimension (Please list only the first 3 Digits)
(These will determine which main accounts you will have access to)

Please indicate what your Financial Responsibility will be within your Department/Program (Required Entry)

Supervisor's Information

Supervisor Name | Email Address

Notice: The Navajo Nation reserves ownership of all processing and file attachments transmitted through or residing in the Navajo Nation F&SCM (Dynamics 365) system

Employee Acknowledgment:

By signing, you agree to the following:

- I will not share my Log On information and Password with others.
- I understand and will comply with NNDIT IT Policies and Procedures and OOC Security Policies.
- I fully understand the access that is being *provided* within the Finance & Supply Chain Management System.

Any user not logging in for 30 days will have their License removed. They will need to resubmit their forms to get access again once their License has been removed.

User Signature | Date | Supervisor Signature | Date

Training Coordinator's Signature | Date | Completed FSC&M Training ☐ Yes ☐ No

For Office of the Controller use ONLY

FMIS Technical Support Completion Signature | Date | FMIS Manager Signature | Date