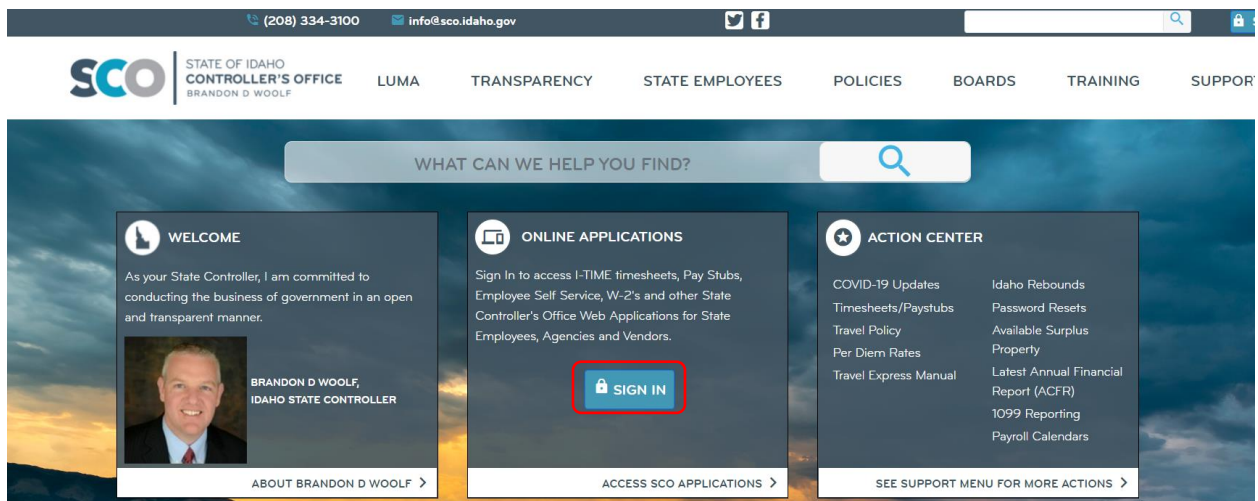


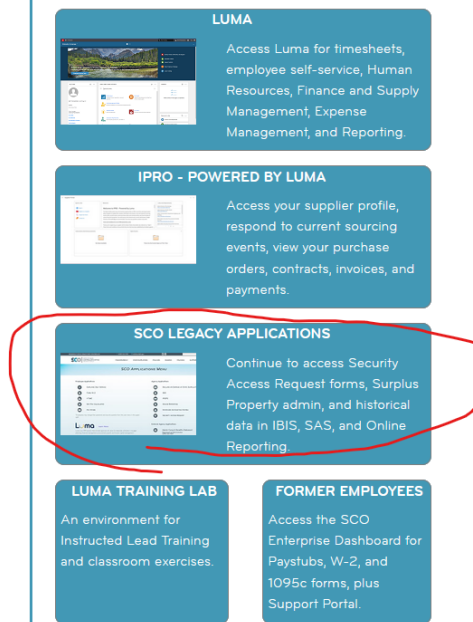
GRANTING ACCESS TO TOWNHALL IDAHO FOR STATE EMPLOYEES

Important: Only a State Agency Security Request Admin (SRA) can perform this process, please make your request for Townhall Access to them and THEY will follow this guide. If you do not know who your State Agency SRA is, contact your HR Officer and ask them.

Signin to the Controller's Office website, click SIGN IN, then SCO Legacy Applications, then supply your Legacy Web Apps username and password.



SIGN IN TO...



Select "Security Access Request."



Select "New Security Request" (instructions can be found [Security Form Overview \(idaho.gov\)](#)), or "View Security Access for Active Employees and Pending Requests."



[New Security Request](#)

[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.

Save

Submit for Approval

Comments

Cancel

☐ 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 Personnel and Payroll Security IBIS Security Accounting/STARS Security Luma **Additional Authority**

Effective Date:*

Employee Last Name:*

Suffix:

Employee First Name:*

Employee Middle Name:

Employee Preferred Name:

Employee Agency Code:*

Employee E-mail:*

Email Addresses must have the @ symbol and must be unique for each employee.

Agency Address:*

On the “Additional Authority” tab:

- Select “Add/Change Access,”
- Select “Townhall Administrator,” and
- Fill out “Townhall Entities.”

Employee Information	Personnel and Payroll Security	IBIS Security	Mainframe Access	Accounting/STARS Security	Luma	Additional Authority	Keywords
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Action:*

☐ No Change - Additional Authority Access
☒ Add/Change Access - Additional Authority Access
☐ Delete **All** Additional Authority Access

Surplus Property Declaration
By selecting “YES” employee can access the Board of Examiners Surplus Property declaration and disposal forms online and declare and/or dispose state owned personal property as surplus to an agency.

Surplus Property Declaration:

Security Request Administrator
By selecting “YES” on the option below, the employee will have the authority to request security access for other individuals in the agency for Personnel, Payroll, Accounting and IBIS.

Security Request Administrator:

Security Administrator
By selecting “YES” on the option below, the employee will have the authority to request password resets for employees in the agency. These include web applications and mainframe passwords.

Security Administrator: ☐

Townhall Administrator
By selecting “YES” on the option below, the employee will have the authority to administer the Townhall application on the SCO Enterprise Dashboard for the designated entities. This includes changing entity details, and adding, changing and deleting public meetings.

Townhall Administrator: ☒

Townhall Entities: (please list all entities for whom you need to create public meetings, one per line)

Submit form for approval.

Save	Submit for Approval	Comments	Cancel
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AUTHORIZATION for SECURITY REQUEST for all SCO APPLICATIONS

This form replaces prior authorizations

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Employee Information	Personnel and Payroll Security	IBIS Security	Mainframe Access	Accounting/STARS Security	Luma	Additional Authority	Keywords
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