Agency Sponsors has designated Florida PALM Security Access Managers (SAMs) as the individuals responsible for granting Florida PALM access to agency end users based on their agency’s job duties and responsibilities. Florida PALM SAMs will use the Florida PALM Identity and Access Management tool to assign agency end users to the appropriate Florida PALM roles.

By signing this form, each SAM acknowledges they have completed the necessary SAM training and understand the responsibility for provisioning, deprovisioning, and assigning Florida PALM end user access roles. End users are granted access to Florida PALM based on the principal of least privilege, meaning that access is required for the end user’s job responsibilities and will not exceed the access necessary for the performance of those duties. Access to Florida PALM shall be limited to those individuals authorized to view, process, or maintain information.

**SAM Responsibilities:** Maintain role-based access to end users of Florida PALM, including:

* Provision and de-provision access based upon the agency’s internal procedures.
* Process access requests in a timely manner.
* Terminate end user accounts when an end user no longer requires access (e.g. end user separates from the agency).
* Update end user accounts when their role job duties changes.
* Maintain a list of users and accesses.
* Conduct routine reviews of users and accesses for appropriateness.
* Notify the Florida PALM Solution Center upon notice that an end user account has been compromised.

*Security Access Manager Information*

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**