

1. Obtain a PMIS Userid For PSE300 Access for Non-PMIS Agencies

- A. Go to the DHRM ITECH webpage, <http://web1.dhrm.virginia.gov/itech/>.
- B. Click on “Request Access” in the left panel of the web page.
- C. Click on the “**DHRM Computer Applications Access Request Form**”.
- D. Complete the form.
 - Check the “Display” and “Update” boxes for **PSE300 Only** to initiate access, or “Disable” to remove access. This limited access is for agencies that do not use PMIS as its personnel system, and will enable non-PMIS agencies to generate a unique ID (employee-id) for their CIPPS employees. Anyone with PMIS or BES access (User-ID “PER...”) already has access to the PSE300 transaction.
 - Check the box for **File Upload Utility** to enable sending files to DHRM.
 - Check the box for **File Repository** to enable downloading files from the DHRM HuRMan files and reports repository.
 - The form must be signed by you and your agency HR Director.
 - If your agency does not have a PMIS Security Officer (PSO), the PSO information can be left blank.
 - Follow the submission instructions at the bottom of the form.

If you need further help, please direct any questions to the DHRM Help Desk:

- Web: <http://ihelp.virginia.gov>
- Email: ihelp@dhrm.virginia.gov.