

INFORMATION TECHNOLOGY SERVICES

IBM and Imaging System Access Request Form

Fill in the information in this section. When you have completed it, please go on to the 'Access Needed' section.

Are you replacing someone? Yes
 No

If yes, whom?

What is your job status? Reg. Employee
 Contract Emp.
 Student

Name

Department

Job Title

Your supervisor's e-mail address

Access Needed - when complete, please click on the Print button, then send the printed form to RB237 ATTN: IBM Access, or fax to 285-8418.

Access is granted based on your job responsibilities and must be approved by a/an Area Coordinator(s). Please check all boxes that apply and fill in the blanks for access you need. If you do not know, please contact your supervisor and/or e-mail OPSADM@bsu.edu.

I need the following:

IBM System

- ADVANCE
- ECA
- FOCUS
- Financial
- TSO

Specific CICS trans./
financial accounts needed:

Imaging System - CMPROD - Images

- Accounting Images (A/P, JV, etc.)
- Advancement Images (Gifts/Pledges, etc.)
- Budget Office Images (Budget Transfers, etc.)
- Bursar Images (Invoices, etc.)
- Other: SPECIFY BELOW

Imaging System - ODPROD - Reports

- Advancement Reports (Bold Giving Pyramid, etc.)
- Budget Reports
- Foundation Reports (FDNMONTH, FDNYTD)
- Monthly Accounting (FRS240C, etc.)
- Payroll (Labor Report EBC440, etc.)
- Other: SPECIFY BELOW

ITS INTERNAL USE ONLY Processed by system personnel (initial) _____ Date: _____

RACF ID GROUP OPID

Approved Access

Add'l Instructions

Combined IBM System Access Request and Imaging System Access Request Instructions

General Information:

Name: Enter the name of the person for whom the access is being requested.

Department: Enter their department name (not department number).

Job Title: Enter their official job title.

Your supervisor's e-mail address: Enter their supervisor's e-mail address, to be used to confirm the request.

Are you replacing someone?: If you are replacing someone, this is the only information that will be needed. Once you have filled out the "If yes, whom" blank you can proceed to submit.

What is your job status?: Check the appropriate status.

IBM System

Advance: This is the Advancement Services segment. DO NOT CHECK THIS UNLESS YOU ARE SURE YOU NEED IT.

ECA: This is generally only for student scheduling information.

FOCUS: This is a programming language used to write custom reports. It is not commonly needed.

Financial: This mostly entails access to the ZCTL transaction, or PO's.

TSO: This is not commonly needed. You will generally need this only if you transfer files to the mainframe, or run custom reporting.

Specific CICS trans./financial accounts needed:

This is an open-entry field. If there are specific transactions and/or account numbers you need to have access to, this is where you should put them. Please note: if you check Financial above, but do not specify account numbers, the processing of your request will be delayed due to the necessity of research into which accounts you should have.

Imaging System - CMPROD-Images

This is where you should select the types of images you need access to be able to view. Images are things scanned into the system. You should not normally check anything in this category unless you specifically know of an application you need to view. Please place requests for any other types of images that you need to view into the Other blank.

Imaging System - ODPROD-Reports

This is where you should select the types of reports you need access to be able to view. Reports are generated from a wide variety of sources, mostly the mainframe. In general, the most commonly-needed reports are the Monthly Accounting reports. Please note that if you choose Foundation report access, you MUST specify which funds you need to view, and a secondary approval is required./ You will receive a form to process any requests for Foundation fund access. Please place additional information needs into the Other blank.

PLEASE NOTE: A request for access to a system, image-type, or report-type does not guarantee access. All requests are approved through the respective data owners. Please send any questions to IMAGING@bsu.edu.