

Systems Access Request Form

Date Received by AIS Security _____

Return completed form to 204 Wagner Building

Date Last Updated: 8/10/2017

PERSONAL INFORMATION

Last Name _____ First Name _____ Middle Initial _____

PSU ID # _____ Access Account ID _____ Job Title _____

Campus _____ College/Admin Unit _____ Dept. _____

Work Address _____ Work Phone # _____ UID _____
(AIS will complete)

Appointment Type *(only needs to be filled out for the following appointment types)*

Wage/Work Study Emergency Rehire Temp Agency Adjunct Appt. Other _____

IBIS Document # _____ and/or End Date _____
(for Wage/Work Study only) (within 1 yr, except for adjunct appt. which must be within 3 yrs)

SYSTEM ACCESS INFORMATION

Purpose (specify why screens are needed - hit Return to go to next line)

A/BCOM for ISIS

CCOM for IBIS

Either apply an existing ISIS/IBIS profile and attach a copy of the profile to this request or fill out the table below.

ISIS Profile ID _____ IBIS Profile ID _____

ISIS/IBIS Path Name	Update/Inquiry	Add/Remove Access
	<input type="radio"/> Update <input type="radio"/> Inquiry/Read Only	<input type="radio"/> Add Access <input type="radio"/> Remove Access
	<input type="radio"/> Update <input type="radio"/> Inquiry/Read Only	<input type="radio"/> Add Access <input type="radio"/> Remove Access
	<input type="radio"/> Update <input type="radio"/> Inquiry/Read Only	<input type="radio"/> Add Access <input type="radio"/> Remove Access
	<input type="radio"/> Update <input type="radio"/> Inquiry/Read Only	<input type="radio"/> Add Access <input type="radio"/> Remove Access
	<input type="radio"/> Update <input type="radio"/> Inquiry/Read Only	<input type="radio"/> Add Access <input type="radio"/> Remove Access
	<input type="radio"/> Update <input type="radio"/> Inquiry/Read Only	<input type="radio"/> Add Access <input type="radio"/> Remove Access
	<input type="radio"/> Update <input type="radio"/> Inquiry/Read Only	<input type="radio"/> Add Access <input type="radio"/> Remove Access

Mnemonic Human Resource #

Financial Access #

TESTAIS - Testing & Training

ROSCOE - Ad Hoc Programming

TSO - Downloading

Other _____

Central Desk Desk ID _____

Delete (left University) Delete (transfer) Suspend (temp leave) Effective Date _____

Additional Information

Default Printer # _____ SecurID Token # _____

SIGNATURES

As the recipient of this account, I affirm that I have read, understand and will abide by University Administrative Policies AD-95 and AD-96. If any student information is being requested, I agree that I have successfully completed the FERPA requirements and have read and will abide to policy AD-11. Visit AIS Support for more information about these policies. FERPA information can be found via the University Registrar's Website.

User's Signature _____ Date _____

Please send the form to 204 Wagner Building. Any questions, call AIS Support Center (814) 863-2276

Dean's Signature _____ Date _____

Departmental Signature _____ Date _____

Registrar's Signature _____ Date _____

ASR's Signature _____ Date _____

Budget Executive's Signature _____ Date _____

Financial Officer's Signature _____ Date _____

HR Representative's Signature _____ Date _____

Data Steward's Signature _____ Date _____

Data Steward's Signature _____ Date _____

Data Steward's Signature _____ Date _____

Data Steward's Signature _____ Date _____

Data Steward's Signature _____ Date _____

Data Steward's Signature _____ Date _____

Data Steward's Signature _____ Date _____

Data Steward's Signature _____ Date _____

AIS Use Only

Security Personnel _____ Date Request Completed _____

ASR Notification Yes No Notification Method _____

Passed FERPA Quiz