

PRISM Archive Data Access Form

Please complete the following form to establish or modify access to the PRISM Archive application. Once completed, please return this form to FIS Customer Assessment located at 1917 Cathedral of Learning.

Please choose one: New User Existing User Access Termination

Effective Date: _____ Last 4 of Social Security Number: xxx – xx – _____

Requester: _____

Print full "Legal" Name: _____

Department or Division Name: _____ Responsibility Center #: _____

Preferred Email Address: _____

My Current University Computer Account is : _____

Or My Current PRISM Account User ID is : _____

* To access **PRISM**, please go to our website at www.cfo.pitt.edu/prism. If unable to do this, please call FIS at 624-6580.

* To get your printer setup for PRISM, please submit a help ticket at www.technology.pitt.edu or call 624-4357.

NON Pitt Employees Only: Female Male

Birth Date: _____

SSN: _____

FIS USE ONLY

Additional Comments: _____

Authorization:

As the requester, I affirm that I have read and understand University Computing, Information, and Data Policies:

10-02-04 (<http://www.cfo.pitt.edu/policies/policy/10/10-02-04.html>)

10-02-05 (<http://www.cfo.pitt.edu/policies/policy/10/10-02-05.html>)

10-02-06 (<http://www.cfo.pitt.edu/policies/policy/10/10-02-06.html>)

and will abide by these policies, and use the requested data access only as required in the performance of my University duties.

As the supervisor for the requester, I affirm this request is in accordance with the requester's job function. I will be responsible for taking the appropriate change action, if the requester has a change in employment status.

Requester Signature: _____ Date: _____ Phone: _____

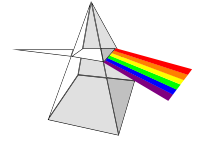
Supervisor Printed Name: _____

Supervisor Signature: _____ Date: _____ Phone: _____

Authorized RC Signature: _____ Date: _____ Phone: _____

Customer Assessment:

System Administrator:



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Archived Data Responsibility Request

Please choose the necessary responsibilities and one appropriate action.

General Ledger

GLA Business Administrator Archive Inquiry (ALL Entities including Payroll Subcodes)

Add Delete

GLA Operating Archive Inquiry (Entities 02, 03 including Payroll Subcodes)

Add Delete

GLA Operating/Grants Archive Inquiry (Entities 02, 05 including Payroll Subcodes)

Add Delete **Include RDF (04)**

GLA Grants Archive Inquiry (Entity 05 including Payroll Subcodes)

Add Delete **Include RDF (04)**

GLA Restricted Archive Inquiry (Entities 04, 09 including Payroll Subcodes)

Add Delete

Special entity requests and justifications:

*****This section is for use by the Application ASA only:**

ASA Approval: _____ Date: _____