

## **Account Administration Procedure**

### ***New Accounts***

All persons needing access to the IBM mainframe must submit an account request form to the Information Services Department. The completed form must be signed by the applicant and the applicant's supervisor (i.e. department director or department chairperson). If access to Financial applications is required, the form must be signed and authorized by the Director of Fiscal Affairs. All applicants will be assigned a mainframe account which will provide access to Mainframe Applications Menu or MAPPS. Additional privileges such as Model 204 access may be indicated on the request form.

Upon receipt of the account request form the account administrator will verify the information on the form and determine if the applicant is an employee of the university. If the applicant is not an employee, then the account administrator determines if the applicant is an authorized graduate assistant or work study student. Student accounts require the sponsorship of a faculty member, department director or Vice President. Student accounts are established as temporary accounts with an expiration date. If the applicant is not a University employee or student, then the account administrator determines if the applicant is an "associated" employee. Associated employees include employees of SSI or the Dining Hall who have need for access to the mainframe. A phone call is placed to the cost center director to validate the request.

Note: It is University policy to restrict student access to the mainframe except for class activities. A student account with limited access privileges may be established if a student requires this access as a result of a graduate assistantship or student work assignment.

Once the applicant has been validated, the account administrator creates the mainframe account and assigns access privileges as appropriate. If Model 204 access is needed the account administrator will build a Model 204 account and assign a main menu based on the specific needs of the requester. The appropriate Model 204 menu is selected by the applicant's supervisor on the mainframe account form.

Once the account is created, the applicant is called and given the name and initial password for the mainframe account. If Model 204 privileges were assigned, then the applicant is given name and password for this account as well. If a Financial Application was requested, an e-mail note is sent to the applicant instructing him/her to contact the Director of Fiscal Affairs to set up training.

The applicant is then sent a packet of information including an Overview to the Mainframe and information on training opportunities. On the reverse side of the account request form, the account administrator logs the date when the applicant account was assigned and then files the form in alphabetic order for further reference.

### ***Request for Additional Privileges to Existing Accounts***

There is no need to fill out an additional account request form to add privileges to an existing account. An electronic mail note from the cost center director or academic chairperson will authorize the new privilege. The e-mail note must include the reason for the new privilege, the applicant's name, USERID and social security number. Upon receipt of the e-mail note, the account administrator will assign the new privilege and notify the applicant. If Financial Applications access is requested the authorization must come from the Director of Fiscal Affairs and when completed the applicant will be notified to contact the Director of Fiscal Affairs to set up training. The notification is sent via e-mail with a copy to the Director of Fiscal Affairs.