PRISM Access Information Form

Please complete the following form to establish or modify access to PRISM applications. Once completed, please return this form to Pitt IT Business Solutions Customer Assessment via email/fax to fisbfax@cfo.pitt.edu / 412-688-6064 respectively. To schedule training, view on-line demos or if you have any questions, please refer to our website at https://prism.pitt.edu/.

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 get your printer setup for PRISM, please submit a help ticket at https://www.technology.pitt.edu/247-it-help-desk or call 412-624-4357.

NON Pitt Employees Only: ☐ **Female** ☐ **Male**

  Birth Date: _____

  SSN: _____

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Additional Comments: _____

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

  10-02-04 (https://www.policy.pitt.edu/computer-data-administration-10-02-04)
  10-02-05 (https://www.policy.pitt.edu/computer-access-and-use-10-02-05)
  10-02-06 (https://www.policy.pitt.edu/university-administrative-computer-data-security-and-privacy-10-02-06)

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.
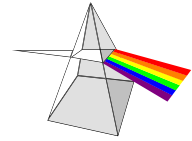

Requester Signature: _____ **Date:** _____ **Phone:** _____

Supervisor Printed Name: _____

Supervisor Signature: _____ **Date:** _____ **Phone:** _____

Authorized RC Signature: _____ **Date:** _____ **Phone:** _____

Customer
Assessment:

System
Administrator:

PRISM Access Information Form

GENERAL LEDGER Responsibility Request

Please choose the necessary responsibilities and one appropriate action.

All Entry Responsibilities include limited aubcode Inquiry functions and exclude Payroll subcodes

GL Business Administrator (Entities 02, 03, 04, 05, 09)

        ☐ Add   ☐ Delete   **Inquiry** (Includes Entities 06, 07, 08, 47, 48 & Payroll)

        ☐ Add   ☐ Delete   **Entry**

        ☐ Add   ☐ Delete   **Transfer** (Entities 02, 03, 04, 826x subcode only)

GL Operating (Entities 02, 03)

        ☐ Add   ☐ Delete   **Inquiry** (Includes Payroll)

        ☐ Add   ☐ Delete   **Entry**

        ☐ Add   ☐ Delete   **Transfer** (Entities 02, 03 826x subcode only)

GL Operating/Grants (Entities 02, 05)   **Include RDF** (04) ☐

        ☐ Add   ☐ Delete   **Inquiry** (Includes Payroll)

        ☐ Add   ☐ Delete   **Entry**

GL Grants (Entity 05)   **Include RDF** (04) ☐

        ☐ Add   ☐ Delete   **Inquiry** (Includes Payroll)

        ☐ Add   ☐ Delete   **Entry**

GL Restricted (Entities 04, 09)

        ☐ Add   ☐ Delete   **Inquiry** (Includes Payroll)

        ☐ Add   ☐ Delete   **Entry**

        ☐ Add   ☐ Delete   **Transfer** (Entity 04, 826x subcode only)

GL Department **Does not include inquiry functions
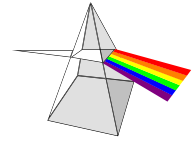
        ☐ Add   ☐ Delete   **Entry** (Entities 02, 03, 04, 05, 09)

        ☐ Add   ☐ Delete   **Transfer** (Entities 02, 03, 04, 826x subcode only)

GL IDC Entry (for authorized IDC areas only)

        ☐ Add   ☐ Delete   **Authorization Code Number** _____ (2 digit)
                        ***Does not include inquiry functions

GL Cash Report Entry (Pre-authorized areas only)

        ☐ Add   ☐ Delete   **Entry**
                        ***Does not include inquiry functions

PURCHASING Responsibility Request

Please choose the necessary responsibilities and one appropriate action.

PO Business Administrator   (Entities 02, 03, 04, 05, 09)

       ☐ Add   ☐ Delete   **Purchaser**

       ☐ Add   ☐ Delete   **Approver**

PO Operating   (Entities 02, 03)

       ☐ Add   ☐ Delete   **Purchaser**

       ☐ Add   ☐ Delete   **Approver**

PO Operating/Grants (Entities 02, 05)   **Include RDF** (04) ☐

       ☐ Add   ☐ Delete   **Purchaser**

       ☐ Add   ☐ Delete   **Approver**

PO Grants (Entity 05)   **Include RDF** (04) ☐

       ☐ Add   ☐ Delete   **Purchaser**

       ☐ Add   ☐ Delete   **Approver**

PO Restricted (Entities 04, 09)

       ☐ Add   ☐ Delete   **Purchaser**

       ☐ Add   ☐ Delete   **Approver**

Please select the proper approval level:

       ☐ Level 0   ($0 All Purchasing & Requisitioning require submission to Approver)

       ☐ Level 1   (Purchasing & Requisitioning Goods & Services under $500)

       ☐ Level 2   (Purchasing & Requisitioning Goods & Services under $5,000)

       ☐ Level 3   (Purchasing Goods & Services under $5,000
                  Requisitioning Goods & Services at Any Amount)

Person who will be approving your PRISM purchases online (N/A for Level 3): _____

Business Solutions USE ONLY	Position:	
☐ In/Out of Hierarchy	☐ Placed in Buyer's List	Completed:
☐ Position Controls Setup	☐ Placed in Prism Email Lists	
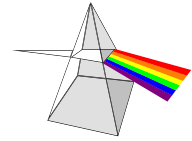
PCARD Application Responsibility Request

Please choose the necessary responsibilities and one appropriate action.
All Redistribution Responsibilities include Pre-Transaction Logs

PC Business Administrator (Entities 02, 03, 04, 05, 09)

☐ Add   ☐ Delete   **Redistribution & Review**

☐ Add   ☐ Delete   **Pre-Transaction Log Only**

PC Operating (Entities 02, 03)

☐ Add   ☐ Delete   **Redistribution & Review**

☐ Add   ☐ Delete   **Pre-Transaction Log Only**

PC Operating/Grants (Entities 02, 05)   **Include RDF** (04) ☐

☐ Add   ☐ Delete   **Redistribution & Review**

☐ Add   ☐ Delete   **Pre-Transaction Log Only**

PC Grants (Entity 05)   **Include RDF** (04) ☐

☐ Add   ☐ Delete   **Redistribution & Review**

☐ Add   ☐ Delete   **Pre-Transaction Log Only**

PC Restricted (Entities 04, 09)

☐ Add   ☐ Delete   **Redistribution & Review**

☐ Add   ☐ Delete   **Pre-Transaction Log Only**

PCard View Only

☐ Add   ☐ Delete

Please select the appropriate user type.

☐ **Cardholder Only**   ☐ **Cardholder / Account Redistributor**   ☐ **Account Redistributor/Reviewer Only**

For **Redistributor** user types, the following section must be completed. A separate sheet can be attached for long lists. To be assigned as a Reviewer, you must contact the PCard Administrator for approval. Information for this can be found on the PantherExpress web site at http://www.cfo.pitt.edu/pexpress/payments/pCardfaq.php.

Cardholder Name	Department

Business Solutions USE ONLY

☐ Placed in Prism Email Lists   ☐ New User Status   ☐ Add Auditor(s)   Completed:

PRISM Access Information Form
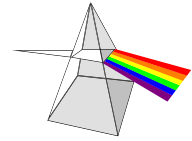
Special Access Responsibility Request

Budget Modification Requests (Entities 02, 03 only)   ☐ Add   ☐ Delete

RPA Account Activation Inquiry (includes subaccount requests)   ☐ Add   ☐ Delete

GL Archive Access

The following responsibilities are GL Archive Inquiry access. They are **only used for access to GL Data from <u>FY04 and prior</u>.

GLA Business Admin Archive Inquiry	☐ Add	☐ Delete	
GLA Operating Archive Inquiry	☐ Add	☐ Delete	
GLA Operating/Grants Archive Inquiry	☐ Add	☐ Delete	*Include RDF* (04) ☐
GLA Grants Archive Inquiry	☐ Add	☐ Delete	*Include RDF* (04) ☐
GLA Restricted Archive Inquiry	☐ Add	☐ Delete	

Other Special Access Requests and Justification:

Non-Pitt Employee Access For Concur Travel & Expense

To gain access to the Concur Travel & Expense system to arrange travel and enter expenses for University employees, please complete the Non-Pitt Employee section on page one and the information below.

Person who will be approving your Expense Reports on-line: _____

Default account number: _____._____.6300._____._____._____.00000

Business Solutions USE ONLY

    ☐ Add for Portal Access   ☐ Add Account   ☐ Add Approver   Completed: