

## **PRISM User Access Form Instructions**

The University of Pittsburgh's PRISM (Pitt's Real-time Integrated Solution for Management) system was implemented on July 1, 1997. PRISM modules include Accounts Payable, General Ledger, Purchasing, Purchasing Card (PCard), Research Proposal and Accounting (RPA), Human Resources, Payroll, Labor Distribution, and PRISM TRKS (Time Record Keeping System). Please feel free to contact Financial Information Systems (FIS) Customer Assessment at 624-6580 with any questions.

The PRISM Access Information Form defines the profile for an individual's access within a PRISM department/division. This form is completed when a department or division is requesting access for an individual to a specific PRISM department/division or requesting a change to an individual's existing access. Access requests will be processed in an average of 5 to 10 business days.

All completed and signed forms are to be sent to **FIS Customer Assessment**, 1917 Cathedral of Learning, for processing.

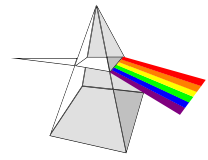
### **PRISM Access Information Form**

#### **Page 1 – Required for all requests**

1. Select the type of access request (New User, Existing User, Access Termination). Access Termination will only terminate application access to PRISM.
2. Enter an effective date in mm/dd/yy format. This is the date the new, modified or terminated access should begin.
3. Enter the requester's name and the last four digits of their social security number. The requester is the person who requires PRISM access.
4. Print the full legal name of the requester as recorded on the Employee Record. For example, Patti Smith's legal name could be Patricia Ann Smith.
5. Enter the department or division name and Responsibility Center (RC) number.
6. Enter the preferred email address of the person needing access.
7. Enter the requestor's current University Computer Account. The requester's Responsibility Center Account Administrator is responsible for creating a network authorization account if the requester does not already have one. As of August 28, 2000, all new University employees will automatically receive a University Computer Account. A listing of RC Administrators can be found at [www.accounts.pitt.edu/Public/rcadmin.asp](http://www.accounts.pitt.edu/Public/rcadmin.asp). If the requester has an active PRISM account, only the current PRISM user ID is required.
8. For Non Pitt Employees only, complete the designated box with the appropriate sex, birth date (mm/dd/yy) and social security number.
9. If necessary, add any additional comments or explanations.
10. Please have the person requesting access, their supervisor and authorized RC designate sign the form in the appropriate fields. Authorized RC designates are individuals allowed to sign for the Responsibility Center head or the Business Administrator at the responsibility center level.

#### **Page 2 – Required for all requests**

1. Check the box next to **Add** across from the PRISM TRKS responsibility.



**PRISM User Access Form Instructions**

Please choose one: **1**  New User  Existing User  Access Termination

Effective Date: **2** \_\_\_\_\_ Last 4 of Social Security Number: **3** \_\_\_\_\_

Requester: **3** \_\_\_\_\_

Print full "Legal" Name: **4** \_\_\_\_\_

Department or Division Name: **5** \_\_\_\_\_ Responsibility Center #: \_\_\_\_\_

Preferred Email Address: **6** \_\_\_\_\_

My Current University Computer Account is : **7** \_\_\_\_\_

Or My Current PRISM Account User ID is : \_\_\_\_\_

\* To access **PRISM**, please go to our website at [www.bc.pitt.edu/prism](http://www.bc.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](http://www.technology.pitt.edu) or call 624-4357

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**NON Pitt Employees Only:**  Female  Male  
Birth Date: \_\_\_\_\_  
SSN: \_\_\_\_\_

FIS USE ONLY:

Additional Comments: **9** \_\_\_\_\_

Requester Signature: **10** \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor Printed Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Authorized RC Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_