

### PRISM Access Information Form

Please complete the following form to establish or modify access to PRISM applications. Once completed, please return this form to FIS Customer Assessment located at 1917 Cathedral of Learning or fax to 412-648-0341. To schedule training, view on-line demos or if you have any questions, please refer to our website at [www.cfo.pitt.edu/prism](http://www.cfo.pitt.edu/prism).

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 Network Authorization Account is : \_\_\_\_\_

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

\* 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.

<b>NON Pitt Employees Only:</b> <input type="checkbox"/> Female <input type="checkbox"/> Male Birth Date: _____ SSN: _____	<b>FIS USE ONLY</b>
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Additional Comments: \_\_\_\_\_

<b>Authorization:</b> As the requester, I affirm that I have read and understand University Computing, Information, and Data Policies: 10-02-04            ( <a href="http://www.cfo.pitt.edu/policies/policy/10/10-02-04.html">http://www.cfo.pitt.edu/policies/policy/10/10-02-04.html</a> ) 10-02-05            ( <a href="http://www.cfo.pitt.edu/policies/policy/10/10-02-05.html">http://www.cfo.pitt.edu/policies/policy/10/10-02-05.html</a> ) 10-02-06            ( <a href="http://www.cfo.pitt.edu/policies/policy/10/10-02-06.html">http://www.cfo.pitt.edu/policies/policy/10/10-02-06.html</a> ) and will abide by these policies, and use the requested data access only as required in the performance of my University duties.
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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.
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Requester Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

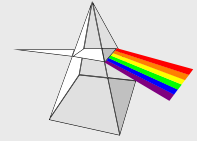
Supervisor Printed Name: \_\_\_\_\_

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

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

Customer Assessment:
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System Administrator:
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**PRISM Access Information Form**

**DEPARTMENT/AREA Responsibility Request**

Please choose the necessary responsibilities and one appropriate action.

**PRISM TRKS Non-Pitt Employee**

- Add       Delete

**PRISM TRKS Supervisor**

View and take action on timecards for the direct reports in the supervisor’s reporting hierarchy. Create, update and submit timecards as necessary on behalf of the supervisor’s direct reports. Update the supervisor of direct reports. View and update Non-Exempt/Exempt Account Distribution information for direct reports. View reports and/or submit PRISM TRKS reports which will include only those direct reports in the supervisor’s reporting hierarchy.

- Add       Delete

**PRISM TRKS Assigned Approver**

View and take action on timecard notifications as well as view and/or submit PRISM TRKS reports. The notifications and reports will only be from or include those staff found in the supervisor hierarchy of the supervisor who designated the assigned approver.

- Add       Delete

**PRISM TRKS Alternate Approver**

View and take action on timecards for the direct reports in the supervisor’s reporting hierarchy. Create, update and submit timecards as necessary on behalf of the supervisor’s direct reports. Update the supervisor of direct reports. View and update Non-Exempt/Exempt Account Distribution information for direct reports. View reports and/or submit PRISM TRKS reports which will include only those direct reports in the supervisor’s reporting hierarchy. *(Note: The Alternate Approver is granted Worklist access by another user and will not receive e-mail notifications.)*

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

ASA Approval:

Date: