



Instructions and Application for Systems Access (9/28/06)

Use these instructions for requesting access to:

Mainframe (A): FRS, BRS, LMS, Admissions, Registrar

PeopleSoft Advancement (B)

Reporting (C): EZ/BRIO

SQL Applications (D): DARS, PowerFaiDs, PlacePro Coop Reporting, Grad Recruitment +, SEVIS

Other Applications (E): Undergrad Recruitment +

THIS FORM NOT VALID FOR ADMINISTRATIVE ACCESS TO PORTAL. SEE PAGE 4 FOR INSTRUCTIONS
THIS FORM NOT VALID FOR ACCESS TO HRIS PEOPLESOFT.

Step	Action
1	Accountholder or Manager goes to http://www.neu.edu/administrative2.html , and downloads/prints a copy of these instructions, along with Account Application Cover Sheet and Provisioning Sheet for each type of access required.
2	Accountholder completes and signs part 1 of the Account Application Cover Sheet, and fills in appropriate parts of Provisioning Sheet(s).
3	Manager completes and signs parts 2 and 2A of the Account Application Cover Sheet. If the proposed accountholder is a member of SPCS, Libraries, Enrollment Management or Bouve units., a countersignature is required from the unit. The list of authorized countersigners is shown on page 4 of this package. Countersignatures MUST be obtained before going to next step.
4	<p>Accountholder or manager attaches a copy of the Account Application Cover Sheet to a Provisioning Sheet, then faxes both to the appropriate Data Manager. <i>If unsure of how to complete a provisioning sheet, kindly consult the appropriate data manager.</i> The list of data managers is included in this package.</p> <p>Each system to be provisioned must have both an Application Cover Sheet and a Provisioning Sheet. For example, if John Doe requires both Mainframe FRS and SQL server access, two Application Cover Sheets are prepared. One cover sheet is attached to the Provisioning sheet for mainframe access. These sheets are then faxed to the data manager for FRS. The other cover sheet is attached to the Provisioning sheet for SQL server access, and these sheets are faxed to the data manager for the SQL application.</p> <p>ALL FORMS <i>MUST</i> HAVE DATA MANAGER SIGNATURES AFFIXED BEFORE FAXING TO SECURITY ADMINISTRATION.</p>
5	Data Managers fax approved sheets to: Security Administration, 448CP, Fax number 4354.
6	Security Administration implements the requested access, and notifies Accountholder the request has been fulfilled. Accountholders then claim their User ID and password in person, at the Office of Information Security at 448CP. Two forms of ID are required during password claim, one of which must be a government-issued photo ID.

Important Process Change (August 2006)

In an effort to reduce paperwork, effective August 2006, copies of completed Systems Access Request Forms are no longer faxed to Data Managers. Data Managers may request copies if necessary, by contacting itsecurity@neu.edu.

Managers, forward requests to appropriate Data Manager(s) for approval.

Data Managers, fax approved requests to Security Administration, 448CP, Fax 4354



IMPORTANT NOTICES

APPLICANT: Please detach and retain this sheet.

NOTICE OF APPROPRIATE USE POLICY (AUP) and RIGHT TO CHANGE APPROPRIATE USE POLICY

All individuals accessing Northeastern University systems are required to read and comply with the Appropriate Use Policy for Computers and Networks. The current policy is located at <http://www.help.neu.edu>.

The University reserves the right to change the Appropriate Use Policy or any portion of the policy, at any time, without prior notice. Changes to the policy are effective upon posting at <http://www.help.neu.edu>, where the most current version resides.

NOTICE OF REQUIREMENT TO MAINTAIN CONFIDENTIALITY

All individuals engaged by the University are required to keep all Northeastern University Information strictly confidential. No use or disclosure of any kind is permitted, except only as may be authorized under the terms/scope of employment, engagement, and/or as may be explicitly authorized in writing by an officer of the University.

NOTICE OF ACCOUNTHOLDER and MANAGER RESPONSIBILITY

Accountholders are responsible for all transactions conducted under their user ID.

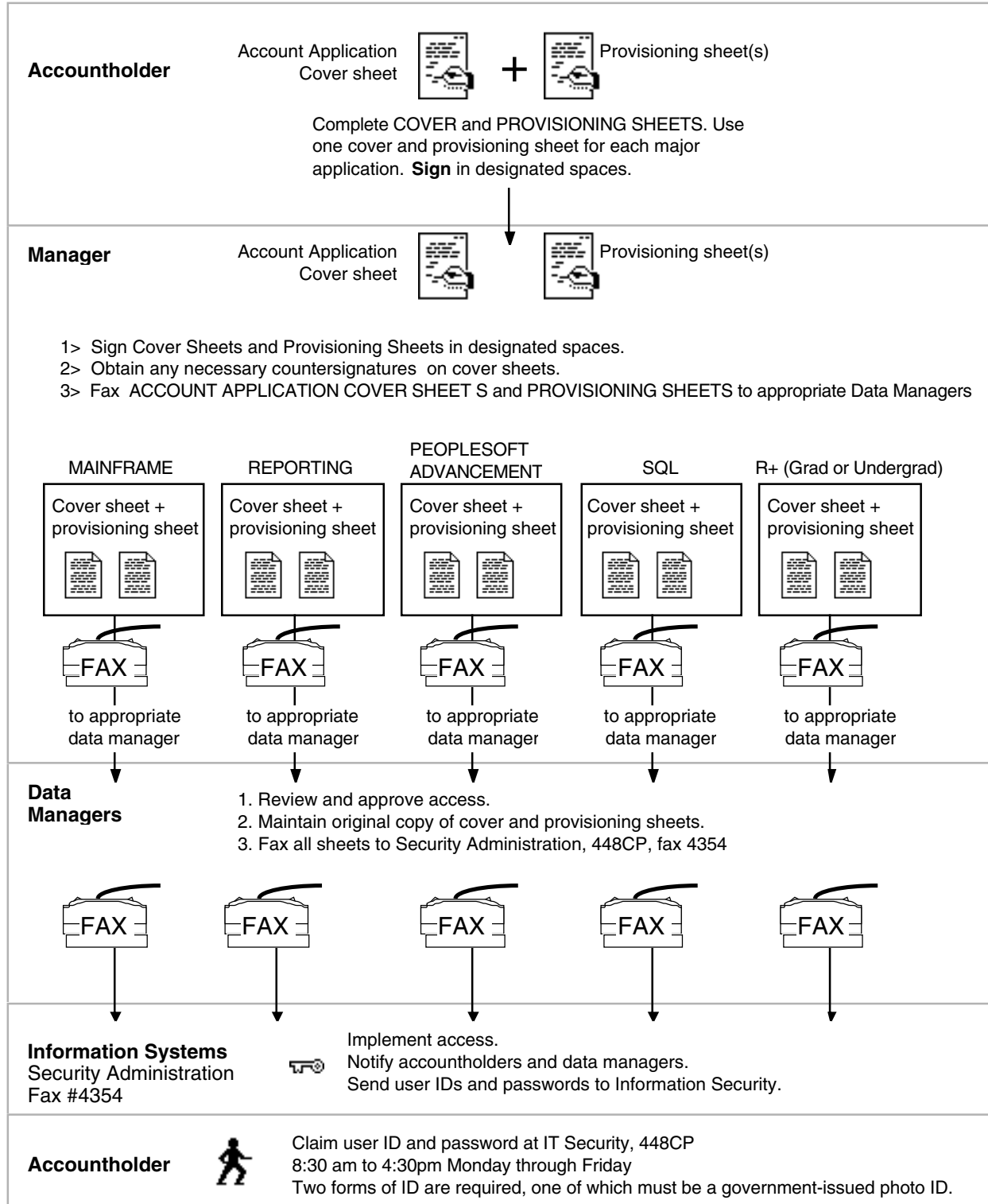
Managers are responsible to notify Security Administration when an individual whom they have approved for access, is transferred or terminated from their department.

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9/28/06



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Data Manager Contact List – 9/28/06

Business Area, provisioning sheet and system identifier	Systems	Primary data manager	Secondary data manager	Tertiary data manager
Accounting, Budget & Purchasing A: Mainframe	FRS Accounts Payable	Sam Solomon, 247 Ri 2597, Fax 8652 sa.solomon@neu.edu	Scot McKenney, 247 Ri 2597, Fax 8652 ds.mckenney@neu.edu	Sue Sarnie Dan Brem Nancy Delaney All at 247 Ri Fax 8652
Finance A: Mainframe	BRS	Charles Summit, 246 Ri 5875, Fax 8476 c.summit@neu.edu	Robert Hovestadt, 246 Ri 3733, Fax 8476 r.hovestadt@neu.edu	---
Loan Management System A: Mainframe	LMS	Dan Fennell, 253 Ri 2160, Fax 5698 d.fennell@neu.edu	William Kneeland, 249 Ri 2111, Fax 8815 w.kneeland@neu.edu	---
Advancement B: PeopleSoft	PeopleSoft Advancemt	Cheryl Cronin, 501 Ri 5259, Fax 3215 ch.cronin@neu.edu	Mary Lou Tasha, 501 Ri 2791, Fax 3215 m.tasha@neu.edu	Frances Slowe, 501 Ri 2791, Fax 3215 f.slowe@neu.edu
Enrollment Management A: Mainframe D: Dars, PFAIDS E: R+ Undergrad	Admissions Registrar PFAIDS R+ Grad DARS Admin. access to portal	Phil Smith, 254 Ri 4092, Fax 8482 p.smith@neu.edu All applications + PowerFaidS and Recruitment Plus UG	Jeff Smith, 254 Ri 5953, Fax 8482 j.smith@neu.edu All applications + DARS and Recruitment Plus For ADMIN ACCESS TO PORTAL, contact Jeff Smith.	Dave Kane, 254 Ri 5956, Fax 8482 d.kane@neu.edu All applications + DARS For ADMIN ACCESS TO PORTAL contact Linda Allen.
Coop D: PlacePro Co-op Reporting Access	PlacePro Reporting access	Anthony Armelin, 202 ST 3455, Fax 4231 a.armelin@neu.edu	Elaine Wilson, 202ST, 3400, Fax 4231 , e.Wilson@neu.edu	---
Office of the Provost D: R+ Grad	R+ Grad	Shahram Haydari 007 HA, 7798, Fax 8589 s.haydari@neu.edu	Jerome Dean, 302G Ell 5785, Fax 8912 j.dean@neu.edu	---
School of Professional and Continuing Studies (SPCS)		Mike Gladstone, 280 RY 3303, Fax 2325 m.gladstone@neu.edu	Kevin Currie, 295 RY 2412, Fax 2325 k.currie@neu.edu	---
ISSI D: SEVIS	SEVIS	Data Managers not yet appointed. Contact ISSI for system access.	Data Managers not yet appointed. Contact ISSI for system access.	---

COUNTERSIGNATURE TABLE Requests from these Units/Divisions require countersignature in Part 2B on the System Access Request Form

Unit/Division	Type of access requiring countersignature	Countersignature required
SPCS	ALL systems	Mike Gladstone, 280 RY, x3303 Fax 2325 , m.gladstone@neu.edu
University Libraries	PeopleSoft HRIS/Payroll and FRS	Betsy Habich, 320 SL, x4924 Fax 5409 , e.habich@neu.edu
EMSA	Financial systems	Amy Molway, 137 Ri, x8895 Fax 5375 , a.molway@neu.edu
Bouvé College of Health Sciences	Financial systems	Peter Mitchell, 215 Behrakis, x4345 Fax 3030 , p.mitchell@neu.edu
	All other systems	Anne Sullivan, 215 Behrakis, x3803 Fax 3030 , an.sullivan@neu.edu

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Northeastern University - ACCOUNT APPLICATION COVER SHEET
ALL ACCOUNT REQUESTS MUST INCLUDE THIS SHEET

9/28/06

Date

Part 1: Accountholder Information					
Accountholder Name		Position Title		Department	
Campus Address		Email Address		Telephone	
	EMPLOYEE ROLES <i>If the end date is known, please write it in the space provided.</i>			NON-EMPLOYEE ROLES <i>End date MUST be shown, and cannot exceed one year from date of request.</i>	
Roles->	Employee, staff or faculty	Student (work study, Coop, Teaching/Grad Assistant)	Part time staff or faculty	Consultant	Temporary
Choose one, then write the end date ->	[] ----- end date MMDDYY	[] ----- end date MMDDYY	[] ----- end date MMDDYY	[] ----- end date MMDDYY	[] ----- end date MMDDYY

Accountholder Agreement: Northeastern University systems are to be used according to the terms of the Appropriate Use Policy (www.help.neu.edu). **I further agree to:** access, distribute and share data, including test data, only as needed to conduct University business as specified in my position/engagement description, respect the confidentiality and privacy of individuals whose records or data I access, observing all ethical and legal restrictions that may apply, protect and be personally accountable for all work performed under my user id(s) and password(s), logout when leaving my workstation, report knowledge of security breaches to the University Data Administrator, and comply with all department and University security policies and procedures.

NOTICE: This application is not an employment contract in any form, although adherence to these standards is a condition of employment or continued role. Access granted pursuant to this application does not give rights of any kind, and may be changed by Northeastern University without notice at any time.

I have read and will abide by the above agreement and the Appropriate Use Policy (www.help.neu.edu). Under these terms, I request access to systems to be established according to the specifications on provisioning sheets attached to this application.

Accountholder Signature: _____ **Date:** _____

Part 2: Systems Access Requested (check all that apply)			
To DELETE access to ALL systems, check "DELETE ALL ACCESS" → []			
Mainframe A []	PeopleSoft B []	Reporting C (EZ/Brio) []	SQL Server D (DARS, PlacePro Co-Op Reporting, PowerFaids, Recruitment Plus, SEVIS) []
Part 2A: Manager's Approval and Agreement			
Manager Name		Position Title	Department
Campus Address		Email Address	Telephone
I approve this request for data access in accordance with NU's Data Access Policy, and agree to notify Security Administration, in the event the accountholder transfers, terminates employment, or discontinues affiliation with NU.			
Manager's Signature		Date	
Part 2B: Unit/Division Countersignature (Only required for Units/Divisions listed in countersignature table.)			
Unit /Division Countersignature		Email Address	Telephone

THIS SHEET MUST BE ATTACHED TO A PROVISIONING SHEET

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