

### 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](mailto: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: \_\_\_\_\_

**Business Solutions USE ONLY**

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: \_\_\_\_\_

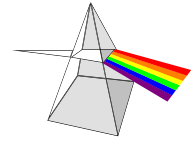
Supervisor Printed Name: \_\_\_\_\_

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**

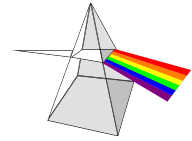
- Add       Delete      **Entry** (Entities 02, 03, 04, 05, 09)
- Add       Delete      **Transfer** (Entities 02, 03, 04, 826x subcode only)

**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**



**PRISM Access Information Form**

**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)

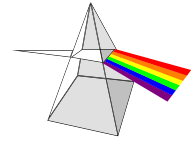
- Add       Delete      **Purchaser**
- Add       Delete      **Approver**

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):** \_\_\_\_\_

<b>Business Solutions USE ONLY</b>		Position:	
<input type="checkbox"/> In/Out of Hierarchy	<input type="checkbox"/> Placed in Buyer's List	Completed:	
<input type="checkbox"/> Position Controls Setup	<input type="checkbox"/> Placed in Prism Email Lists		



**PRISM Access Information Form**

**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

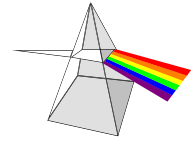
Please select the appropriate user type.

- 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

<b>Business Solutions USE ONLY</b>			
<input type="checkbox"/> Placed in Prism Email Lists	<input type="checkbox"/> New User Status	<input type="checkbox"/> 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**       Add       Delete

**GL Archive Access**

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

**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:

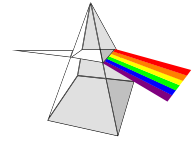
**Non-Pitt Employee Access For Concur Travel & Expense**

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:



**PRISM Access Information Form**

**Planning & Budgeting Cloud Service (PBCS) Responsibility Request**

Please choose the necessary responsibilities and access level. PBCS is a new application being rolled out at the RC level. More information on PBCS can be found on our website at <https://prism.pitt.edu/applications/planning-and-budgeting-cloud-service-pbcs/>.

**Planner** (Run reports and manage encumbrance forms)

- Add       Delete      **All Entities**
- Add       Delete      **Entry 02**
- Add       Delete      **Entity 03**
- Add       Delete      **Entity 04**
- Add       Delete      **Entity 05**

**Viewer** (Run reports and view encumbrance forms)

- Add       Delete      **All Entities**
- Add       Delete      **Entry 02**
- Add       Delete      **Entity 03**
- Add       Delete      **Entity 04**
- Add       Delete      **Entity 05**

Other Special Access Requests and Justification:

**Business Solutions USE ONLY**

Add User     Add Role(s)                      Completed:

**BFR USE ONLY**

Add Security Groups                      Completed:

User Role: \_\_\_\_\_

Group Names: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_