

## User Account Form Instructions

A completed form provides the Computer Services department with the information needed to create new @peru.edu email addresses and accounts, and assign appropriate security access to systems.

1. Department supervisor and Human Resource signatures are required for new college employees.
2. Department supervisor is responsible for making the account holder aware of all account and password policies.
3. Only the supervisor signature is required on account changes and work-study accounts.
4. Employees must claim their NUID before myPSC access can be granted.
5. Do not use "same as" request for access. New employee may not be performing same work tasks as former employee. Permission creep occurs over time as "same as" security requests are processed. Do not request more access than the position requires. Security access may require permission or training.
6. PeopleSoft (NeSIS) functional area lead signatures are required for myPSC access.
7. Department supervisor must attach the **completed** User Account Form, new user access and removal of access, to a new KBOX work ticket. Computer Services will respond as completed.
8. Staff should not log into office computer or systems with their credentials and allow a student to do work.
9. Supervisor signature is required for removal of previous department access. If an employee or student is no longer working in a department, their access needs to be removed. This keeps a person from having access to resources when they are no longer associated with the department, and helps to alleviate permission creep.

**Listed below are key boxes on the User Account Form with a description to assist with completion:**

### **Date submitted**

Enter the date the User Account Form is submitted in KBOX.

### **New Employee**

Check the New Employee box for full-time and part-time employees. This is not to be used for student workers.

### **Account Change**

Check the Account Change box to modify security access on an existing user's account.

### **Student Account**

Check the Student Account box for student workers.

- Computer Services currently does not create @peru.edu email addresses for students.
- If student needs access to myPSC, then check the "Add" box for myPSC-PROD. Students are not assigned access to myPSC-QA or myPSC-TST environments.

### **Work-study Account**

Check the Work-study Account box for department work study accounts to be created or modified.

- Computer Services currently does not create @peru.edu email addresses for work study access.
- Department work study accounts are not assigned access in myPSC.
- Students should use department\_workstudy username and password to log into office computers.

## **Computer**

Check the “Add” box for creation of a new computer account. Computer Services will create a new account for computer login and forward a copy of the User Account Form with the new username and temporary assigned password to the employee. The user will be prompted to change password upon first login with temporary password.

Check the “Remove” box for removal of the employee’s computer account. Computer Services will remove or disable account access.

## **Email**

Check the “Add” box for creation of new **@peru.edu** email address. Computer Services will create a new account and forward a copy of the User Account Form with the new **@peru.edu** email address to the employee. This currently does not apply to student workers, work study, or non-employees.

Check the “Remove” box for removal of the employee’s computer account. Computer Services will disable email access.

## **myPSC-PROD**

Check the “Add” box if employee or student worker needs security access to the myPSC system. If the Add box is checked, there must be Functional Area Lead approval signatures at the bottom of the form. NeSIS Security Coordinator will assign the basic NBP\_SS\_STAFF role for all faculty and staff members.

Check the “Remove” box for removal of security access to myPSC-PROD. Computer Services will remove the employee’s security roles.

## **myPSC-QA**

Check the “Add” box if employee needs security access to the QA environment of myPSC. If the Add box is checked, there must be Functional Area Lead approval signatures at the bottom of the form. This is usually assigned to NeSIS Functional Leads and other staff as needed. This environment is normally used for testing, troubleshooting, and training.

Check the “Remove” box for removal of security access to myPSC-QA. Computer Services will remove the employee’s security roles.

## **myPSC-TST**

Check the “Add” box if employee needs security access to the TST environment of myPSC. If the Add box is checked, there must be Functional Area Lead approval signatures at the bottom of the form. The TST environment is usually assigned to NeSIS Functional Leads and other staff as needed. This environment is used for testing, troubleshooting, and training.

Check the “Remove” box for removal of security access to myPSC-TST. Computer Services will remove the employee’s security roles.

## **SAP**

The supervisor will submit a security request through Firefly, if employee requires security access in SAP. Refer to the Request SAP Security Access Instructions document, located under the “Computer Services” section of the Faculty/Staff forms bank at [www.peru.edu/forms](http://www.peru.edu/forms).

Security access will be removed automatically when the HR/Payroll Office has “separated” the employee in SAP. The security access may also be removed manually by the SAP Security Coordinator, if needed.

## **StarRez**

StarRez is the software used by the Residence Life Office for maintaining room and meal data for enrolled students and to generate room and meal charges for student accounts in myPSC. Contact the Residence Life Office for access and removal.

## **Firefly**

The Firefly portal is available to all employees, including student workers, to access Employee Self Service. Employees will use their NUID and password to access Firefly, if the following has been completed:

1. The employee has claimed their NUID before attempting to log into Firefly.
2. The HR/Payroll Office has entered the employee’s information in SAP.

Removal of security access to Firefly is maintained through automation in SAP upon employment separation.

## **ImageNow**

Check the “Add” box if employee needs access to ImageNow. Student workers should be accessing ImageNow with their department work study login. Perceptive Content software must be installed on the employee’s computer in order to access login.

Check the “Remove” box for removal of access to Image Now. Computer Services will remove the employee’s access.

## **WebFocus**

WebFocus is a reporting tool to retrieve data from myPSC, which requires NUID and password login. Check the “Add” box if employee needs access to run WebFocus reports. The url to access WebFocus is [https://nefocus82.nebraska.edu/ibi\\_apps](https://nefocus82.nebraska.edu/ibi_apps).

Check the “Remove” box for removal of security access to WebFocus. Computer Services will remove security access.

## **NeSIS FTP**

Check the “Add” box if employees need access to the NeSIS FTP server. Computer Services will also need to know to which files the employee needs access. This is normally used by the NeSIS Functional Leads and their staff.

Check the “Removal” box for removal of security access to NeSIS FTP. Computer Services will notify the NeSIS Security team to remove access.

### **WebFocus FTP**

WebFocus FTP is for WebFocus reporting when reports are scheduled to run automatically. Check with Computer Services before requesting. Click the “Add” button if employee needs access to WebFocus FTP. Computer Services will assign access.

Check the “Remove” button for removal of security access. Computer Services will remove access.

### **Wi-Q/BASIS**

This is for access to the keyless lock system software and requires approval signature from Security Office Supervisor. Click the “Add” button if person needs security access. Computer Services will assign access.

Check the “Remove” button for removal of security access. Computer Services will remove access.

### **Zoom**

Click the “Add” box if employee needs access to host Zoom conferencing. Security access to Zoom is required only if the employee is hosting a conference call. Attendees of a Zoom conference do not need to request access. A limited number of Zoom licenses are available for campus, therefore, removal is essential.

Check the “Remove” box for removal of Zoom access. Computer Services will remove access.

### **Network Access**

Check the “Add” box if employee needs access to a network drive. Provide specific folder names, i.e. Shared O: drive > Foldername

Check the “Remove” box for removal of network access. Computer Services will remove access.

### **Shared Email Access**

Check the “Add” box if employee needs access to a shared email account.

**i.e. yourdepartment@peru.edu**

Check the “Remove” box for removal of shared email access. Computer Services will remove access.

### **Approval Signatures**

1. Functional Area Lead (Financial Aid) – The Financial Aid Director must provide approval signature to allow security access to students’ financial aid information in myPSC.
2. Functional Area Lead (Student Records) – The Registrar must provide approval signature to allow security access to students’ academic records information in myPSC.
3. Functional Area Lead (Student Financials) – The Director of Business Services must provide approval signature to allow security access to students’ account information in myPSC.
4. Functional Lead (Campus Community) – The Assistant Director of Admissions must provide approval signature to allow security access to students’ shared personal and bio-demographic information in myPSC.
5. Security – The Security Supervisor must provide approval signature for the Wi-Q/BASIS access.
6. Human Resources – The Human Resources Director must provide approval signature as confirmation of new employee, SAP start date and first day on the job.