

Information Technology – David Steinour, Vice Provost of IT

Effective Date(s): 1/15/03

Title: Requesting PeopleSoft Application Access Policy

Applicable with restrictions: Support Staff and Administrators

Summary: The PeopleSoft application supports the Gettysburg College community database. This policy explains how to request an account to access this database. It is very important that you **read the Details section to better understand this Policy and the restrictions that may apply.**

Contacts: Director, MIS Group, ext. 6940

Details:

This policy applies to all administrative and support staff that requires the use of the PeopleSoft software applications and the PeopleSoft Tools, in the business areas of Human Resources (HR), Student Administration (SA) and Financial Systems (FS). This requirement can be for a new staff member who requires client software for using the PeopleSoft applications or for an existing staff member who requires client applications. It can also apply to other members of the campus community (e.g. Faculty, Contractors or Consultants) as they may be hired to work with the database and may have need for an account. Generally, contractors and consultant will not be granted access to production data instances, but will work in the development instances.

Staff members that require access to a specific application will submit a written memo or an email request to the director of the office that is responsible for the PeopleSoft application. The director or designated functional analyst for the PS module will sign the memo or forward the email request to the Response Group of Information Technology (IT) for processing. The request should identify the following:

- a. Name, job title, phone number, and type of existing PC (manufacturer, model and serial number (S/N)).
- b. Specific application module(s) that access is required, i.e. HR or SA. Also state what part of application the staff member requires, identifying the areas within the application, i.e. Build Campus Community, Manage Student Records, Manage Student Financials (SA), Accounts Payable (FS), Define Business Rules, and so on. The director or designated functional analyst needs to know this information to establish the correct security level in their Security Class Plan.
- c. Required access to other PS applications, and/or other MIS systems such as Advance C/S or Housing Director. The director or designated functional analyst is required to coordinate with other directors of that area for authentication before submitting the request to Response for processing.
- d. Information of reports to be used by this individual, such as Crystal, COBOL or SQL, is needed so that the IT technician can load the proper applications on the computer.
- e. Whether an account is required for Electron and/or other server hardware.

IT technicians will deploy software to the staff member and if need be, they will configure a new PC with the appropriate hardware and software baseline (this includes MS windows, MS Office, email, networks applications, etc.) and the appropriate authorized PeopleSoft client applications. Additionally, passwords will be created and provided to the staff member upon deployment. PeopleSoft application software training will be provided by business area director or designated functional analyst

Point of contact for this policy is the Director of the MIS Group in Information Technology, phone 6940.

This policy is effective January 15, 2003 and will remain in effect until superceded by this office in writing.