

Procedure for Completing the ONLINE TRANSACTIONS AUTHORIZATION

The purpose of this form is to ensure the integrity and confidentiality of the University's data base information by limiting the use of online transactions to only those individuals who have a need to use them. The ONLINE TRANSACTIONS AUTHORIZATION form helps us accomplish this by requiring the requesting individual to obtain the approval and signature(s) of those administrators responsible for the data they wish to access. Without the proper signature(s), authorization will not be given.

The procedure to complete the ONLINE TRANSACTIONS AUTHORIZATION form is:

1. Enter the employee's department, name and university ID number.
2. Enter the Computer Name and serial # that the employee will use to access Online Transactions. Indicate whether or not this machine has Jolly Giant QWS3270 Secure installed. Please note that this software is required in order to access Online Transactions.
3. Enter all of the transaction codes the employee needs to perform his/her job responsibilities. If you are unsure of exactly which transactions are available or necessary, please contact ITS Information Systems for assistance.
4. Both employee and department head sign the bottom of this form.
5. Obtain the proper (DATA OWNER) signature(s) before sending the form to ITS. If you don't know who must sign for a particular transaction, please contact ITS Information Systems for assistance.
6. Send the form to ITS-0381(SSC 19).

ITS will authorize the employee to use the transactions requested provided the proper (DATA OWNER) signature(s) have been obtained. If the employee has not yet been assigned a USER-ID and PASSWORD, they will be assigned and communicated to the individual. The form will be returned to the employee's Department Head.

Periodically, every department will receive a list of the transactions their employees are authorized to use. This list should be reviewed and any necessary changes communicated to ITS via the ONLINE TRANSACTIONS AUTHORIZATION form.

