

DBCOAS	DBFS1	DBFS2	DBFS3	DBFSESA	DBFSY2K	DBFSESB	DBFSFAP	DBUHRM	TSO	PersonID: _ _ _ _
CDC	CD1	CD2	CD3	CD4	CD5	CD6	CD7	HR1	()	OpID: _ _ _
()	()	()	()	()	()	()	()	()	()	

The University of Chicago

Financial Services - Online Security Update Request

Date Requested ____/____/____ Authorized by: _____
(Dean/VP/Dept Head Signature)
[See Signature Requirement](#)

Supervisor's Name: _____ Supervisor's Phone #: _____
(PLEASE PRINT)

Supervisor's Email Address: _____

NOTE: Online access of non-University employees (Medical Center staff/independent contractors) EXPIRES AFTER ONE YEAR.
A new CCZ003 form must be resubmitted for continued mainframe access.

Select One: **ADD** Operator **UPDATE** Operator **DELETE** Operator
(NOTE: Mark UPDATE if operator already has a PersonID or previously had mainframe access.)

=====

OPERATOR INFORMATION

Name: _____ SSN: X X X - X _ - _ _ _ _
FIRST MI LAST (LAST 5 DIGITS)

Email Address: _____ Work Phone: _____

Department: _____

Job Title: _____

Office Location: _____

University employee
 Medical Center employee
 Other: _____

Indicate mainframe system(s) below:

- | | |
|---|---|
| <input checked="" type="checkbox"/> APS-PO* (Accounts Payable System) | <input type="checkbox"/> HRMS (HR Management System) |
| <input checked="" type="checkbox"/> FAS* (Financial Accounting System) | <input type="checkbox"/> LTRV (LBC Travel System) |
| <input type="checkbox"/> HA01 (DPV Entry) | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> HAVP (PO Entry) | |

* Requests for APS-PO/FAS access require completion of page two.

COMPLETED FORMS CAN BE FAXED TO 4-2152 OR EMAILED TO FHRA-LIBRARIAN@LISTS.UCHICAGO.EDU

Email prodshop@lists.uchicago.edu to have your mainframe password reset.
Email fhra-librarian@lists.uchicago.edu or call 2-1943 for help with other issues.

Z C T L

 (006) APS-PO SCREENS

Below are the default inquiry screens. (UPDATE or INQUIRY)

<u>Screen</u>	<u>Access</u> (U or I)	<u>Screen</u>	<u>Access</u> (U or I)	<u>Screen</u>	<u>Access</u> (U or I)
01	I	=====	=====	=====	=====
73^	U	=====	=====	=====	=====
74^	U	=====	=====	=====	=====
75^	U	=====	=====	=====	=====
76^	U	=====	=====	=====	=====
77^	U	=====	=====	=====	=====
78^	U	=====	=====	=====	=====
79^	U	=====	=====	=====	=====

^ These screens have no update capabilities but will always be paired with "U".
 Replace them with other screens in this section, as needed.

 (005) FAS SCREENS

Below are the default inquiry screens. (UPDATE or INQUIRY)

<u>Screen</u>	<u>Access</u> (U or I)	<u>Screen</u>	<u>Access</u> (U or I)	<u>Screen</u>	<u>Access</u> (U or I)
01	I	15	I	=====	=====
02	I	16	I	=====	=====
03	I	17	I	=====	=====
04	I	18	I	=====	=====
05	I	24~	U	=====	=====
06	I	=====	=====	=====	=====
07	I	=====	=====	=====	=====
14	I	=====	=====	=====	=====

Restrict access to these (LIMIT 5):

- NONE** (NO RESTRICTIONS)
 (Access to ALL University accts)
- Executive Level (E)** (DIV/SCH #) E _ _ _ E _ _ _ E _ _ _ E _ _ _ E _ _ _
 (Access to ALL accts of listed DIV/SCH)
- Department Level (D)** (DEPT #) D _ _ _ D _ _ _ D _ _ _ D _ _ _ D _ _ _
 (Can be restricted down to Sub-Subunit)
- Account Admin (A)** (SIG AUTH #) -
 (Access to ALL accts of listed Admin)
- Ledger Mask (L)** (ACCOUNT #) -
 (Use "x" to signify range: #-#xxxx)

~ This screen has no update capability but will always be paired with a "U".
 Add/remove FAS screens in this section, as needed.