NEW EMPLOYEE COMPUTER ACCESS PROCESS

Alumni and Development Information Systems

If the position is a Development paid position, the new employee will receive a security packet in the mail from the DDAR Human Resources Coordinator. If the position is not paid by Development, access forms are available from the LaunchPad under Policies & Forms / Forms.

ACCOUNTS NEEDED (Forms provided by Information Systems in security packet)

Once the new employee signs and returns the access forms, the following accounts are created and access is given (this process can take up to two weeks once the forms are returned):

- Penn State Access Account *
- Network Account / Outlook (Central Unit Staff)
- Advance Access
- LAN (Central Unit staff) – If additional access to folders on the Shared Drive is needed, please contact the ADIS Support Desk (865-0382).
- AIS Mainframe Account for eDDS (new employee will receive an email notification)
- Lotus Notes (new employee will receive an email with Notes password)
- LaunchPad Access
- Listservs (new employee will receive an email notification)

The new employee will be sent an e-mail message with instructions on how to schedule an Information Systems orientation session when the above access is complete.

* PENN STATE ACCESS ACCOUNT

The new employee can obtain their Penn State Access Id and password by taking their Penn State id+ Card to a Penn State Access Account signature station. (The Penn State id+ Card must be obtained at the id+ Office located in 103 HUB-Robeson Center. Their phone number is 865-7590.)
ADDITIONAL ACCESS (Additional Approval Required)

The following access is requested by the department and requires the completion of additional forms by the new employee (forms should be sent to Tom Moore at Bristol 1, Suite 260):

- **Additional Mainframe Access** – The AIS Access Form is available from the LaunchPad under Policies & Forms / Forms.
  - A/BCOM for ISIS (student system)
  - CCOM for IBIS (financial forms)

- **iFiles and/or Research Reports** – Access to iFiles and/or Research Reports can be requested by completing the iFiles/Research Reports Access form. This form is available from the LaunchPad under Policies & Forms / Forms. The new employee will receive an email notification that their access has been approved.

- **Data Warehouse** – Access to the Data Warehouse can be requested by completing the Data Warehouse Access form from the LaunchPad under Policies & Forms / Forms. The Data Warehouse is available to Central Unit staff only.

- **ACS On-Demand Reporting/Crystal Reports** – Licenses to this tool are limited to one employee per Unit or Fund. Please contact our Access & Security Representative (see contact information below) to determine who is using your Unit’s license.

DELETIONS AND TRANSFERS

Please contact Tammy Kurtz when an employee moves between departments or leaves the Division. She will initiate the process to update accounts for employees who move within the Division or will inactivate the accounts of employees who leave.

If you have any questions, please contact:

Tammy Kurtz  
Access and Security Representative  
Information Systems  
Bristol Place 1, Suite 260  
Phone: 814-863-2805  
Fax: 814-863-6235  
Email: tlb28@psu.edu