

**California State University, HR-Data Operations
Campus Information Retrieval System ***
ACTION REQUEST *****

User Information Complete to add, change or delete access.

Campus/Agency:		Section:	
Employee Name:		SSN #:	
Employee Userid:			
Employee Email:		Phone:	
Supervisor:		Phone:	

Access Information Complete to add or change access.

Basic System:	<input type="checkbox"/> Standard	<input type="checkbox"/> Restricted (attach a memo listing the files/reports the user cannot access)
Online Application(s):	<input type="checkbox"/> IPEDS	<input type="checkbox"/> MPP Job Code Table <input type="checkbox"/> Seniority Points
Timeframe:	<input type="checkbox"/> Standard	<input type="checkbox"/> Restricted (specify days: _____ and hours: _____)
Duration:	<input type="checkbox"/> Indefinite	<input type="checkbox"/> Expiration Date: _____
File Transfer:	<input type="checkbox"/> Download	<input type="checkbox"/> Upload

Hardware Information Complete for a new user, or to change hardware for an existing CIRS user.

Printer Id:	
Terminal Id(s):	

CIRS Campus Security Coordinator Complete and submit form to HR-Data Operations.

Action:	<input type="checkbox"/> Add/Change Access (If adding access to Basic System, attach PSD108)		
	<input type="checkbox"/> Change Hardware		
	<input type="checkbox"/> Delete Access (Specify reason for deletion and indicate library disposition) Reason: <input type="checkbox"/> Separated <input type="checkbox"/> Job Change <input type="checkbox"/> Duration Expired Library: <input type="checkbox"/> Delete <input type="checkbox"/> Copy To Userid: _____ <input type="checkbox"/> Save Until: _____		
Coordinator Name:		Phone:	
Signature:		Date:	

HR-ISA Information Security Officer

Action:	<input type="checkbox"/> Access	<input type="checkbox"/> Deletion	<input type="checkbox"/> Add/Change Hardware
Signature:		Date:	

SCO Information Security Officer

Signature:		Date:	
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CIRS001 COMPLETION INSTRUCTIONS

Complete the sections indicated below to request/change access to CIRS, delete a current CIRS user, or to add/change hardware used for CIRS. If you have questions, call the CIRS Hotline at 916-323-5694.

User Information – Complete to add, change or delete access.

Campus/Agency:	Enter the name of your campus or agency.	Section:	Enter the area or department where the employee works.
Employee Name:	Enter the employee's first name, middle initial and last name.	SSN #:	Enter the employee's social security number. Note: Leave blank if form will be faxed.
Employee Userid:	Enter the employee's 5-character userid, if already assigned.		
Employee Email:	Enter the employee's email address.	Phone:	Enter employee's phone number.
Supervisor:	Enter the name of the employee's supervisor.	Phone:	Enter the supervisor's phone number.

Access Information – Complete to add or change access.

Basic System:	Check 'Restricted' only if the employee should not access certain data files and/or Compendium reports in the Basic System. Otherwise check 'Standard'. If restricted, attach a memo listing the specific files and/or reports the user cannot access.
Online Application(s):	Check one or more application(s), if needed. Note: The employee must have access to the Basic System in order to access the online applications.
Timeframe:	Standard access is Monday thru Saturday, from 6 am to 7 pm. To further limit access, select 'Restricted' and specify days and hours. Note: CIRS is not available on Sunday, before 6 am, or after 7 pm.
Duration:	Check 'Expiration Date' and enter a date, only if access has a limited timeframe. Otherwise, check 'Indefinite'.
File Transfer:	Check 'Download' if the employee will transfer data from CIRS to a PC. Check Upload if the employee will transfer data from a PC to CIRS.

Hardware Information – Complete for a new user, or to change hardware for an existing CIRS user.

Printer Id:	Enter the id number of the employee's default printer for CIRS reports. Other mainframe printers, if available, will be automatically designated as alternates.
Terminal Id(s):	Enter the id number of the terminal(s) the employee will use to access CIRS

Note: Hardware used for CIRS must be approved by the SCO before submitting the CIRS001 request. For questions about the teleprocessing security requirements, contact the State Controller's Security Administrator, Georgia Matthews, at (916) 322-3055 or by email at gmatthews@sco.ca.gov.

CIRS Campus Security Coordinator - Complete and submit form to HR-Data Operations.

Action:	Check the appropriate action(s) requested. If needed, the PSD108 can be printed from the CIRS website at: http://www.calstate.edu/hrpims/CIRS_Access_Forms.htm		
Coordinator Name:	Enter the name of the primary or alternate CIRS Security Coordinator.	Phone:	Enter the coordinator's phone number.
Signature:	Required signature of the primary or alternative CIRS Security Coordinator entered above.	Date:	Enter the current date.

Completed forms can be faxed **with the SSN# blank** to 916-322-8102, or mailed to:

CSU, HR-Data Operations
300 Capitol Mall – 10th Floor
P.O. BOX 942850
Sacramento CA 94250-5878