



Administrative Information Systems
Request for Access to HR FOCUS

Admin ID:
(to be supplied by CAP)

*** Use this form to update your existing VM account, to run HRFOCUS jobs ***

SECTION 1: Identification of User

Form with fields: Name, Phone No., BRU-ID No., Box No., Status, Expiration Date, Department Name, Department No., Username, Do you check e-mail often?

SECTION 2: General Information

Please indicate the purpose of this request, i.e., what HR FOCUS functions and/or tasks are required. If more space is needed, please attach supporting documents.

Large empty text box for providing details of the request.

SECTION 3: HR FOCUS Access

Form with fields: User VM/CMS ID, See VM request, CREATE new HR FOCUS ID with the following database access: (table with 9 items)

CHANGE existing HR FOCUS ID: in the following manner:

Form with section: ADD DBMS: (table with 6 items)

Form with section: DELETE DBMS: (table with 6 items)

Form with field: DELETE existing HR FOCUS ID:

Note that anyone accessing Brown's administrative systems is subject to all rights and responsibilities as outlined in CIS's "Acceptable Use Policy" for computing located at <http://www.brown.edu/cis/policy/aup.html>, which includes the following guidelines: "You may use only the computers, computer accounts, and computer files for which you have authorization. You may not use another individual's account, or attempt to capture or guess other users' passwords."

SECTION 4: Authorized Signatures

User's Signature: _____	Date: _____
Supervisor's Signature: _____	Date: _____
Authorized Signature: _____	Date: _____
Authorized Signature: _____	Date: _____

For official use only:

HR FOCUS ID: _____	Valid Until: _____
Notes: 	
Account Verify: _____	Dept. Code: _____
CAP: _____	Date: _____



Directions for Completing the HR FOCUS Request Form:

Section 1: Identification of User

The following are required fields. PLEASE complete them all.

Name	Please PRINT first name, middle initial (if one exists), and last name of user .
Phone No.	Give internal Brown phone extension or complete external phone number of the user.
BRU ID No.	Supply the user's nine digit employee number (listed on user's Brown ID.
Box No.	Provide the user's Brown box number.
Status	Check box that describes your relationship to Brown. If other, please indicate status within the University.
Expiration Date	If 'Other', you must enter last day of your assignment at Brown.
Dept. Name	Include the official name of the user's department.
Dept. No.	Use the FRP/HRS five digit departmental number.
Username	Enter your Username. Indicate whether you check email frequently. This will help us determine the best way to reach you.

Section 2: General Information

Indicate what you will be doing with the requested access. Please be specific enough to assist in determining which screens are appropriate for the use. Please be sure to complete this information in order that access can be approved.

Section 3: HRFOCUS Access

You will need to indicate the user's VM mainframe id. If he/she is also requesting a VM ID at the same time, please check the appropriate box. Note that HRFOCUS requires the use of a VM id. If one has not been established, you will need to do so (use form #V01).

Select the functions (create, change, or delete) which reflect the action(s) the user requires. (These choices continue onto page 2 of the form.) Be sure to indicate whether you wish read only (**inquire**) or read and update (**update**) capabilities. Note that the delete function will eliminate access to HRFOCUS.

If you are not sure which databases to select, your Departmental Computing Coordinator can help. (DCCs can request additional help from the people authorized to approve the applications requested on this form)

Section 4: Authorized Signatures

The person requesting this account must sign and date this form. The person's supervisor is also required to sign and date the form. **All signatures must be in ink; photocopies are not acceptable.** The form should be sent directly to one of the people authorized to sign for HRFOCUS access as listed in the Authorized Signatures chart (see Appendix A)

Please allow three or four business days from the time the form is received in the Computing Accounts & Passwords in CIS for the account request to be processed.

Questions?

If you have questions about filling out this form, direct them to the CAP at x3-7277 (on campus), 401.863.7277 (off-campus) or reach us by e-mail at CAP@brown.edu.