



Administrative Information Systems

Request for Access to ➤ Submit NATRJE Jobs (NATURAL Remote Job Entry)

Admin ID:
(to be supplied by CAP)

*** Use this form to be able to run NATRJE Reports***

SECTION 1: Identification of User

Name:	Phone No.:
BRU-ID No.: <i>(9 digit from Brown Card)</i>	Box No.:
Status: <input type="checkbox"/> Staff <input type="checkbox"/> Misc. <input type="checkbox"/> Other <i>(If 'Other', indicate affiliation with Brown, such as 'Contractor')</i>	Expiration Date: <i>(If 'Other' is checked - M / D / YYYY)</i>
Department Name:	Department No.:
Username:	Do you check e-mail often?

USAGE NOTE: You **MUST** have a Natural ID to submit NATRJE jobs. If you do **NOT** already have a Natural ID, then request one by completing Form #N01 as well as this form (#N02). If you **DO** have a Natural ID, then you only need to complete this form (#N02) to obtain access to submit NATRJE jobs. You do not need to fill out a form to request an ACF2 ID, because this form takes care of that for you. You need access to the NATRJE screens in your application - these are assigned by the main user in your department. If applicable, you need access to the adhoc library in order to submit NATRJE jobs which execute adhoc programs. In addition, you need access to the change password function. Once you have been setup for NATRJE access, the first job you must submit is one to change your ACF2 password (the Computing Accounts & Passwords will inform you of your default ACF2 password that you will need when you submit this job).

SECTION 2: General Information

Please indicate what the you need to do utilizing the **NATRJE process**. If more space is needed, please attach supporting documents.

SECTION 3: NATRJE Access

Existing **NATURAL ID:** _____
(NOTE: If you do not have a Natural ID, you must also complete Form #N01)

to the following application(s):	
<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Distribution ID to which the output of the NATRJE jobs will be sent (i.e., the print spool account that is the destination your NATRJE output, more generally, your VM account):	
Distribution 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 Signature: _____	Date: _____
Supervisor's Signature: _____	Date: _____
Appl. Auth. Signature: _____	Date: _____
Appl. Auth. Signature: _____	Date: _____

To be completed by appropriate CIS Personnel:

1. Completed by Computing Accounts:

NATURAL ID:	Date:	Initials:
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2. Completed by Database Group:

User Group:	Batch ID assigned:
DBA:	Date:
DATABASE:	
NOTES:	

NOTE: This NATURAL ID must be added to xxxUSERU group, as NATRJE submission requires the ability to perform update commands.

3. Completed by ACF2 Group:

ACF2 ID created by:	Date:
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NOTE: An ACF2 ID with batch-only access must be assigned (if not already existing). The ID will be the same as NATURAL ID.

MVS Systems Programmer Note: Please verify that ACF2 resource rules exist for the department of which this new ACF2 ID is a member. If no ACF2 resource rules exist, please create a Remedy 'ACF2 Request Form' ticket requesting resources for this department.

4. Completed by Production Support Group:

Using the "Maintain User Authorizations" screen in BRU (BR912), ADD/UPDATE this record to BRU. Use the following configuration, specifying User ID (same as Nat ID), Name, and ACCOUNT fields.

*Action (A,B,C,D,M,N,P): **A** *User Id: < same as Nat ID > < User name >

Authorized Programs/Groups/Subsystems:

*Type	*Name	*Description	*Type	*Name	*Description
1)	—	_____	2)	—	_____
3)	—	_____	4)	—	_____
5)	—	_____	6)	—	_____ [Note: No screens needed for simple NATRJE setup.]

*Startup program: < blank > *Auth level: **No Acc** *Account: **(see Distrib Code on reverse)**

Effective Date: < today's date > Expiration Date: 01 01 2099

BRU created by:	Date:
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Directions for Completing the NATRJE 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 the user 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: NATRJE Access

Indicate the applications to be added or deleted. Please provide the distribution ID to which the output of the NATRJE jobs will be sent.

Section 4: Authorized Signatures

The person requesting this account must sign and date this form. The person's supervisor and the department chairperson are 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 NATRJE 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 office 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.