Instructions for User Management Form		
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PURPOSE

To provide instructions for filling out the TSC User Management Form correctly. This is the form used for making changes to an employee's access to computing resources.

TIMELINE
Please allow 5 days lead time for the TSC to implement your request.

INSTRUCTIONS

Section 1 **Employee Type**
Select the appropriate function and click on the dropdown box to the right of it.
- Incoming Employee (new employee to DAS)
- Departing Employee (Leaving DAS)
- Current Employee (transfer to another DAS section, or change access)

Make the appropriate selection from the dropdown box. If the departing employee is going on a job rotation from which they plan to return, please specify the expected return date.

Section 2 **Request Information**

Employee Name
The Employee is the person for whom the request is being made. Provide identifying information about the employee, including name (first, last and middle initial required), location and phone number. Please indicate the desired date and time for the change to be effective.

Requestor Name
The Requestor is the person who is asking for the change on behalf of an employee. Usually that is a manager or personnel coordinator. As with the Employee, identifying information should be provided about the Requestor, including name, location and phone number.

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Computer Available?
If this is a new employee or someone transferring into your business unit, do you have a computer available for their use? If **Yes**, be sure to enter the relevant information about that computer in Section 4. If **No**, TSC will send you a Cost Quote.

Physical Location
Please specify the exact location where the existing/new user's computer will be located.

Online Time Capture?
If you need access to the mainframe to fill out your timesheet, check **Yes**; otherwise check **No**.

Section 3 Email and Security Group Information
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Email Groups
If you know what email groups the employee should be put into or taken out of, specify those in the first column. All email groups are listed in the Outlook Global Distribution List (example: **OPS_TSC_Dist**).

Network Drives to Access
Please list the Network Drives this employee should have access to. Provide the full path if possible (example: **Wpsdcclr006\OPS**), or the Server name, or at the very least, drive letter(s). All employees should have U=business / O = Division / H = home drive. If an additional business specific drive is needed, please identify to TSC.

Security Groups
Please specify here which security groups this employee should have access to, if known (example: **OPS_TSC**).

The TSC will be happy to look up any information you are not sure of and send it back to you for future reference.

Section 4 Standard Assets
This section provides specifics about the hardware assets that are to be provided to a new employee, recovered from a departing employee or transferred to another user. **Be sure to check all that apply**. Please provide the **Asset Tag #** of the item. If you are recovering hardware from one and transferring it to another, please specify who the hardware is to **Transfer To**, or say "Retain for next person hired to this position."

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Section 5 **Additional Hardware and Printing Resources**
The first part of this section provides specifics about the non-PC related hardware assets that are to be provided to a new employee, recovered from a departing employee or transferred to another user. Please check the boxes for **Hardware Item**, **Describe** the hardware and note the **Asset Tag #** if available. Select an **Option** from the dropdown box (options are Add, Remove, Transfer or Leave w/PC). If transferring, specify who the hardware is to **Transfer To**. The Field Technician will handle the work involved and will fill in the **By (Name)** and **Date** fields.

The second part of this section should be used to specify printer mapping changes. Provide a brief **Printer Description including make and model,** and specify the **Print Queue Name** if known. **Options** are either **Add** or **Delete** to make changes to the user's printing resources. The Field Technician will handle the work involved and will fill in the **By (Name)** and **Date** fields.

Section 6 **Software**
This section is provided for the selection of any extra software that does not come with the standard image basic to all DAS PCs. Unless otherwise stated, there is a cost for each **Software Type** you select. Check the box next to any additional software the employee requires. If the employee requires **Mainframe Access**, check the box next to each type of access required. Select an **Option** from the dropdown box (options are Add, Remove, Transfer or Leave w/PC). If transferring, specify who the software is to **Transfer To**. The Field Technician will handle the work involved and will fill in the **By (Name)** and **Date** fields.

Section 7 **Data Disposition**
This section applies only to departing employees.   The employee's Section Manager should answer the questions in this section about maintaining access to User's email and data, including who will be able to access this information and how long the access will be needed.

Section 8 **Additional Notes and Specifications**
If you have any specific concerns or questions that were not addressed in the body of the form, please list them here.

Once this form has been completed, printed, signed and dated by the authorized signer, it can be **faxed to 503-378-5543** for processing.

If you are the authorized signer and want to email your approval to the TSC and attach the completed User Management Form electronically, you will first need complete the form, then go to **File**, select **Save As**, then name and save this document as a Word doc. Then you can send a copy of your saved document to the TSC as an attachment. *If you try to send it in web form, it will transfer with all blank fields and your entries will not be on the form when the TSC receives it.*

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GLOSSARY OF TERMS

Term/Acronym	Definition/Description
CIMS	Coalition for Intelligent Manufacturing Systems (software owned by IBM)
ONLINE TIME CAPTURE	Electronic timesheet accessible through the mainframe menu by selecting E23, then entering P005. Reqyures SS#, pin # and agency #.
ORBITS	Oregon Budget Information Tracking System
ORPIN	Oregon Processing Information Network
OSPA	Oregon State Payroll Application
PDA	Personal Data Assistant (for instance, a Palm Pilot)
Peripheral	Non-pc related IT hardware assets
PPDB/PBBR/PBGD	Position Personnel Data Base
RACF	Resource Access Control Facility, RACF is software which provides security for account access (both interactive and batch access), disk data sets, and tape volumes.
REFBPS	Revenue Expenditure and Fund Balance Planning System
Roscoe	Remote Operating System Communications Online Executive, ROSCOE is a mainframe interface application
SFMA ADPICS	Statewide Financial Management Application, Advanced Purchasing and Inventory Control System
SFMA Datamart	Statewide Financial Management Application, Datamart is a utility for accessing and using accounting and payroll information from the mainframe.
SFMA RSTARS	Statewide Financial Management Application, Relational Statewide Accounting and Reporting System
TOES	Telecom-Service-Order Online Entry System
TSO	Time Share Option