

Stephen F. Austin State University
SFASU Faculty Senate
Faculty Government and Involvement Committee
Motion #1

We move that the faculty Senate recommend to President Guerrero that policy F-1: "Accessing Administrative Systems" of the University Policy and Procedures Manual be amended to read as follows:

University employees may request access to the administrative systems available on the University's administrative Open VMS cluster (SFAADM) for the purposes outlined below:

a. Access to the online administrative systems - SIS, FRS, HRS or BDS

b. Access to EMAIL services.

c. Access to other services and/or systems as they become available.

The process of obtaining a user account requires that a form be filled out and signed by the department head and the employee. The steps are outlined below:

a. Obtain the Account Authorization Request from the SFA website (www.sfasu.edu) by navigating through "Faculty/Staff" to "SFA Business Forms", to "Forms to Fill Out", to "Administrative Account Request".

b. Fill out side one of the form, have your department head sign the form and check off which systems you need access to. Print the completed form

c. Send the form to the first system owner of the system you are requesting access to: i.e. SIS- send the form to the Registrars Office, FRS - send the form to the Controller's Office, HRS - send the form to the Human Resources Office.

d. The appropriate system owner(s) will fill out the second page of the form advising Information Technology Services (ITS) staff what level of access to give you.

e. The last system owner to grant access will forward the form to ITS staff at Boynton Computer Center.

f. ITS staff will create the user account and give the system access designated by the system owner(s).

ITS staff will contact your department head with user name and password information