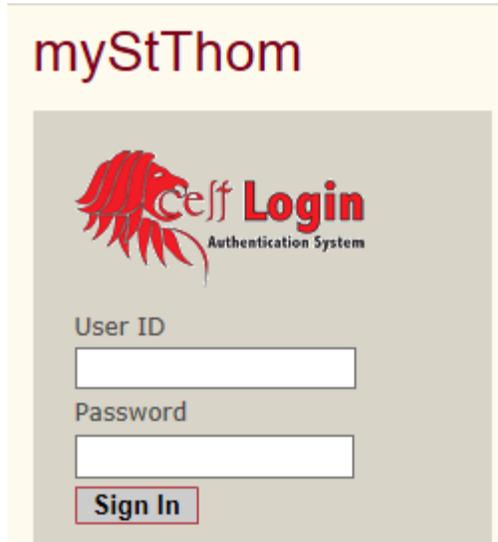


Requesting IT Access

If you hire, terminate, or transfer an employee who will need IT services (computer, telephone, long-distance, access to Blackboard, Email or myStthom/PeopleSoft), you will no longer complete a paper “IT Action Form” and submit it to Human Resources for processing. The new procedure will be as follows:

1. Login to myStthom (<https://peter.stthom.edu>)



The image shows the login page for myStThom. At the top, it says "myStThom" in a large, dark red font. Below that is a logo for "Self Login Authentication System" featuring a red stylized tree or leaf design. Underneath the logo are two input fields: "User ID" and "Password". At the bottom of the form is a red "Sign In" button.

2. On the left navigation frame, navigate to “UST Employee Self-Service” > “Manager Access”>“IT Action Request Form” by clicking on the arrows to the left of each section to open the menu. **(Note: Your overall menu may look slightly different but you should see these options)**



3. You will see three tabs (“Instructions”, “Form”, “Attachments”).



4. Please refer to the detailed instructions (“Instructions” tab next to the “Forms” tab) for completing the form. You can always switch to the instructions tab any time while completing the form if you need to review the details. Any information you have already entered while switching between these tabs will be saved on the Form. Once you have read the instructions (if needed), then click on the “Form” tab.

5. You will be presented with the following screen. Please gather all the information you need before completing this form. **You cannot save the form and return to it at a later date.**

Instructions
Form
Attachments

IT ACTION FORM A for Fac/Staff

*Subject

Priority

Due Date

Save
Status
Initial

1) EMPLOYEE INFORMATION

*Date of Hire/Change date

*First Name

Middle Name

*Last Name

*Title

*Department#

*Department Name

Building

Room#

2) EMPLOYEE STATUS

*(select one)

3) EMPLOYEE CLASSIFICATION

*(select one)

4) SERVICES AND EQUIPMENT

Telephone

*(select one)

Use Existing Phone #

Number

Assign Long Distance

Computer Hardware

*(select one)

5) ADDITIONAL INSTRUCTIONS/CIRCUMSTANCES

What folder access to N Drive is needed?
Any Mailing List?

Computer Accounts

The following accounts, except for Administrative Access to PeopleSoft, will be automatically created/terminated for all Faculty and Staff unless otherwise instructed in "More Information" of this form.

- Network Account (required for PC access)
- Email Account (required for access to the following)
- BlackBoard Account
- myStThom Account - Portal Access ONLY
- If requesting Administrative access, please complete the PeopleSoft Account Creation Form, and attach via Attachments tab.
[PeopleSoft_Account_Creation_Form.doc](#)

MyStThomAccount

Internal Use Only

EMPLID

UserName

More Information

6. Complete all the information (*means it is a required field). Below example: Date Hire/Change and First Name are required but Middle Name is not required.

*Date of Hire/Change date 

*First Name

Middle Name

7. If you are requesting PeopleSoft Administrative Access, you must click on the [link](#) for the form, complete the form, and save it to your desktop. *IF you are NOT requesting Administrative Access (skip to step #11)*

Computer Accounts

The following accounts, except for Administrative Access to PeopleSoft, will be automatically created/terminated for all Faculty and Staff unless otherwise instructed in "More Information" of this form.

- Network Account (required for PC access)
- Email Account (required for access to the following)
- BlackBoard Account
- myStThom Account - Portal Access ONLY
- If requesting Administrative access, please complete the PeopleSoft Account Creation Form, and attach via Attachments tab.

[PeopleSoft Account Creation Form.doc](#)

MyStThomAccount

8. If you downloaded and completed the PeopleSoft Account Creation form and saved the form in step #7 above, then you will now need to attach the completed form to your request. You do so by clicking on the "Attachments" tab

[Instructions](#) [Form](#) [Attachments](#)

- Once on the "Attachments" tab, click on the "Attach" Button. Browse to find your file and then choose okay. Once the file has been uploaded it should display on this page.

Instructions | Form | **Attachments**

IT ACTION FORM A for Fac/Staff

*Subject Workflow Form

Download Templates		Personalize	Find	View All	First	1 of 1	Last
Description	Attached File			Attach	Open		
1				Attach	Open		

Upload your attachments		Personalize	Find	View All	First	1 of 1	Last
*Description	Attached File			Attach	Open		
1				Attach	Open		

- Click on the "Forms" tab to return to your form. If you did NOT do steps 7-9, then you should still be on the "Forms" tab for this next step.

Instructions | **Form** | Attachments

- On the "Forms" tab click "SAVE". If you have forgotten a required filed, you will be notified. Note: Clicking "SAVE" does not SUBMIT the form. You must SUBMIT the form by completing the steps below.

Instructions | **Form** | Attachments

IT ACTION FORM A for Fac/Staff

*Subject Workflow Form: John Doe

Priority 3-Standard

Due Date 01/29/2016

Save Status Initial

- Once you click "SAVE" a new button will appear -- "Submit"

Instructions | **Form** | Attachments

Seq Nbr 11

IT ACTION FORM A for Fac/Staff

*Subject Workflow Form: John Doe

Priority 3-Standard

Due Date 01/29/2016

Save Status Initial **Submit**

13. If you are ready to "SUBMIT", click on the "SUBMIT" button. Once you do this, you will be presented with at workflow status page showing the routing steps that will take place with your request. Click on "OK" at the bottom of the page. (**Note: Processing the request may take a few business days to complete.**)

Human Resources

IT ACTION FORM A for Fac/Staff: 7: Pending Start New Path

Human Resources

Pending

Multiple Approvers
ITACTION_APPROVER_HR Start New Path

Helpdesk and Network

IT ACTION FORM A for Fac/Staff: 7: Awaiting Further Approvals Start New Path

Network and Email Account

Not Routed

Multiple Approvers
ITACTION_APPROVER_HELPDESK Start New Path

Remaining Approvers

IT ACTION FORM A for Fac/Staff: 7: Awaiting Further Approvals Start New Path

my Ssthom/PeopleSoft Account

Not Routed

Multiple Approvers
ACIR Approvers for IT Form Start New Path

Phone

Not Routed

Multiple Approvers
ITACTION_APPROVER_PHONE Start New Path

Long Distance

Not Routed

Brenda L Guevara (BO)
ITACTION_APPROVER_LONGDISTANCE Start New Path

Blackboard

Not Routed

Multiple Approvers
BLACKBOARD APPROVERS IT FORM Start New Path

Hardware

Not Routed

Multiple Approvers
ITACTION_APPROVER_HARDWARE Start New Path

OK

14. You will be taken back to the form. You may now logout. **Note: After this step you will NOT be able to go back in and modify your request.**

15. Once all departments have completed their “tasks” you will receive an email letting you know that the process has been completed. **NOTE: Depending on how far out you are requesting something, the action might not be able to be completed until closer to the start, transfer or termination date.**

16. If you wish to monitor the status of your request, Navigate to “UST Employee Self-Service” > “Manager Access”>”Monitor IT Action Form Status”



17. Click “Search”. A list of forms submitted by you will appear. Select the one you want to see.

18. At the bottom of the page you will see the status of your form.

User ID	Description	Step Instance Status	Datetime modified
1 DIETRIE	myStthom/PeopleSoft Account	Pending	01/07/16 2:21:44.000000PM
2 SMITHRD	myStthom/PeopleSoft Account	Pending	01/07/16 2:21:44.000000PM
3 BAZANE	Phone	Approved	01/07/16 3:00:43.000000PM
4 GUEVARB	Long Distance	Pending	01/07/16 2:21:44.000000PM
5 WILCOXL	Blackboard	Approved	01/07/16 5:06:59.000000PM
6 DAGARCIA	Hardware	Pending	01/07/16 2:21:45.000000PM
7 ESTRADDEM	Hardware	Pending	01/07/16 2:21:45.000000PM
8 NEIL	Network and Email Account	Approved	01/07/16 2:21:43.000000PM
9 RAMANAS	Human Resources	Approved	01/07/16 11:24:25.000000AM