Access Services Mainframe Access Request Process

Starting December 18, 2015 mainframe access requests will be completed in JIRA.

Access Request Form

Please note the red * is a required field and must be completed for the request to be processed.

Access Requested For:

The top entry box will ask you to input who the access request is for. You will need to enter your myid or the myid of the person who access is being requested for. Begin typing and select the appropriate person from the drop down box that will appear once you begin typing.

RACF ID:

If you have a current RACFID, you will enter it into the textbox. You do not have to have a RACFID to make an access request. If you are a new user, leave this field blank. A RACFID will be assigned to you as part of provisioning the access.

Access Justification:

Please briefly enter an explanation for the access you are requesting.

Approver:

The approver of the access will be your supervisor or the supervisor of the person who access is being requested for. Please enter the myid of the supervisor or begin typing the supervisor's name and select from the drop down box that will appear once you begin typing.

Systems:

Please check the check box next to all the systems you are requesting access for at this time. At least one system must be selected.

Printer Node Name:

If the access you are requesting involves being able to print financial accounting status reports, you must include your printer node name here. If this is not applicable to your request, please leave the field blank.

Notes or Instructions:

Please include in this field any information regarding access to specific accounts needed, etc.

Attachment:

An attachment of access needed with further instructions or more detailed explanation may be included here (attached spreadsheet, etc).

User Agreement:

The User Agreement check box must be checked before the request will be accepted. Please read the EITS statement of use policy provided in the request form. Further information can be found at UGA policies, standards and guidelines.

CREATE:

When you have completed the form information, please click the CREATE button at the bottom of the form. Doing so will submit your request.

Confirmation Email:

When the request has been submitted, you will receive an email confirmation from FSIS Services. The email will look like the following:

__________________________________________________________________________________________________________

Dear XXXX,

Your access request has been received. Please use the link below to follow the progress of your request:

Mainframe Access Request ACCSRV-48

If you have any questions or concerns about this access or email, please contact AIS Access Services at 2-4000 ext. 2.

Thanks,

EITS Access Services
University of Georgia

__________________________________________________________________________________________________________

You may click on the highlighted request number to check the progress of your request at any time. This is a direct link to your individual request.
**System Access Provisioning:**

Additionally, you will receive an email confirmation when each system access requested has been completed:

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Dear XXXXXX,

You are receiving this email to inform you that the access for the following system has been completed to the following system:

- XXXXXX

If you requested access to more than one system, you will receive a separate notification for each system upon work being completed. You may also use your original request link to follow the progress of the request.

The RACF Id associated with this request is:

XXXXX

If you did not have an existing RACF ID for mainframe access, a new id has been created for you. In that case, call AIS Access Services for your initial login information.

**IMPORTANT:** RACF IDs and passwords may not be shared. Do not give your password to anyone. Violation will result in revocation of the account and notification to your supervisor or Department Head. ALL faculty, students, and staff must adhere to the UGA policies, standards, and guidelines found at [https://eits.uga.edu/access_and_security/infosec/pols_regs/](https://eits.uga.edu/access_and_security/infosec/pols_regs/)

If you have any questions or concerns about this access or email, please contact AIS Access Services at 2-4000 ext. 2.

Thanks,

EITS Access Services
University of Georgia

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**RACF ID For Access:**

If you had a current RACFID, you will continue to use that id and password with your new access.

If you are a new user and have been given a new RACFID as part of the access provisioning, you will need to call Access Services at 2-4000 ext. 2 to set your password before gaining the access.

**ARCHPASS DUO:**

Access to the mainframe systems requires the use of the two-factor authentication process known as ArchPass Duo. You must complete this process before any mainframe logon occurs. Failure to do so will lock you out of the mainframe. More information on ArchPass Duo can be found at [https://eits.uga.edu/access_and_security/infosec/tools/archpass_duo/](https://eits.uga.edu/access_and_security/infosec/tools/archpass_duo/).