



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS

Pharos System Configuration Changes

Department Card New Inactivate

Please Note: Department cards can only be used for copying. They cannot be used for printing.

Step 1:
Requestor

Fill out Requestor Information and Department Card Information sections. For multiple department cards, please attach a spreadsheet with this form. Submit this form via your division budget designee for authorization.

| Requestor Information | | | |
|-----------------------------|---|-------------------------------------|---|
| Name: | Jane Doe Requestor | Date: | 11-10-2005 |
| Division: | Student Affairs | Extension: | 8485 |
| Department Card Information | | | |
| Name: | 550-03 | | |
| Department: | Financial Aid | | |
| Cost Center: | Name (Fund , Dept, Program , Project , Class) <i>Example: " Procurement (GD205,230,00000,00000,00000) "</i> | | |
| | <i>Fin Aid (GD205,550,00000,00000,00000)</i> | <input checked="" type="checkbox"/> | Add <input type="checkbox"/> Delete |

Step 2:

Division
Budget
Designee

Review and validate the information above (or on attached spreadsheet). Route the signed form to the IT Services Help Desk so that a work order may be created.

Please Note: Signature authorizes charging to these costs centers by the department card and confirms the accuracy of the information on this form.

| Division Budget Designee | | | <i>Division Approval</i> | | |
|--------------------------|-------------------|-------------------|--------------------------|--------------|------------|
| Name: | Dave Smith | Extension: | 8588 | Date: | 11-11-2005 |
| Signature: | <i>Dave Smith</i> | | | | |

Step 3:

Help Desk

Create and assign the work order to the Pharos Admin. Forward the form to the Pharos Admin after the work order has been assigned.

| | |
|---------------------|------|
| Work Order # | 6032 |
|---------------------|------|

Step 4:

Pharos
Admin

Perform the changes in Pharos Administrator. Sign to confirm all changes were made as requested for each department card.

Please Note: Signature confirms configuration was completed.

| Pharos Administrator, ITS | | | <i>Configuration</i> | | |
|---------------------------|-----------------------|--------------|----------------------|--|--|
| Name: | Nasser Mansour | Date: | 11-12-2005 | | |
| Signature: | <i>Nasser Mansour</i> | | | | |