



# CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS

## Pharos System Configuration Changes

Employee        New        Change        Inactivate

**Please Note: Employees must fully complete the hiring process before Pharos activation.**

**Step 1:**  
Requestor

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

Requestor Information						
Name:		Date:				
Division:		Extension:				
Employee Information						
Name:		PS EmplID:				
Network Login:		Employee	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Position:		Temp/Contractor	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Department:		Student Worker	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Note: Pharos Pop-up software is necessary for temps/contractors and student workers. Determine if Pop-ups is installed on the workstation the employee will be using. If not, please select <b>Yes</b> and specify the <b>operating system</b> of the computer needing Pop-ups.	Install Pop-ups		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	Operating System		<input type="checkbox"/>	Mac	<input type="checkbox"/>	Windows
Cost Center:	Name ( Fund , Dept, Program , Project , Class) <i>Example: " Procurement (GD205,230,00000,00000,00000) "</i>					
		<input type="checkbox"/>	Add	<input type="checkbox"/>	Delete	
		<input type="checkbox"/>	Add	<input type="checkbox"/>	Delete	
		<input type="checkbox"/>	Add	<input type="checkbox"/>	Delete	
		<input 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 employee and confirms the accuracy of the information on this form.**

Division Budget Designee				<i>Division Approval</i>	
Name:		Extension:		Date:	
Signature:					

**Step 3:**

Help Desk

Create and assign the account management work order to the Pharos Admin. If requested, create an additional work order for Pharos Pop-ups and assign to a desktop technician.

Forward the form to the Pharos Admin after the work order(s) have been assigned.

Account Management WO #	
Pop-Ups WO #	

**Step 4:**

Pharos  
Admin

Perform the changes in Pharos Administrator. Sign to confirm all changes were made as requested for each employee. **Please Note: Signature confirms configuration was completed.**

Pharos Administrator, ITS				<i>Configuration</i>	
Name:		Date:			
Signature:					