



# 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:	Jane Doe Requestor	Date:	11-10-2005		
Division:	Administration and Finance	Extension:	8485		
Employee Information					
Name:	John Doe Employee	PS EmplID:	012345678		
Network Login:	john.doe	Employee	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Position:	Support Coordinator	Temp/Contractor	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Department:	Procurement & Support Services	Student Worker	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
<b>Note:</b> 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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No		
	Operating System	<input type="checkbox"/> Mac	<input checked="" type="checkbox"/> Windows		
Cost Center:	<b>Name ( Fund , Dept, Program , Project , Class)</b> <i>Example: " Procurement (GD205,230,00000,00000,00000) "</i>				
	Procurement (GD205,230,00000,00000,00000)	<input checked="" type="checkbox"/>	Add	<input type="checkbox"/>	Delete
	HR (GD205,240,00000,00000,00000)	<input checked="" 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:	Leah Kirklin	Extension:	8585	Date:	11-11-2005
Signature:	<i>Leah Kirklin</i>				

**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 #	6030
	Pop-Ups WO #	6031

**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:	Nasser Mansour	Date:	11-12-2005
Signature:	<i>Nasser Mansour</i>		