

Instructions for Completing University of Wisconsin Application Role Authorization Request Form For Planning Allocation System

The form below is required by DoIT (Division of Information Technology) to gain access to the database which houses the Planning Allocation Reports data. You must complete a separate form for each individual for whom you would like to request access. Below are instructions for entering the proper information into each field. Once you have completed and printed the form, and obtained the appropriate signatures, please send the original to:

Renee Stephenson
Director
UW System – Office of Budget and Planning
780 Regent St, Suite 237
Madison WI 53715

If you have any questions or difficulties while filling out the form please contact:

Gary Buehler
gbuehler@uwsa.edu
608-262-6715

Instructions:

“3 Character Logon ID”: This should be the 3 character ID used by the individual for accessing 3270

“Email Address”: The email address of the individual for whom you are requesting access

“Last Name”: The last name of the individual for whom you are requesting access

“First Name”: The first name of the individual for whom you are requesting access

“Middle”: Middle name or initial of the individual for whom you are requesting access

“Phone Number”: Office phone number of the individual for whom you are requesting access

“Address”: Office address of the individual for whom you are requesting access

“Department Name”: Name of the department by which the individual is employed (e.g. UW-System Budget Office)

“Department UDDS”: UDDS number of the department by which the individual is employed (note: This is NOT the UDDS that the individual will be using the system to access)

“Role Being Requested”: Assuming the individual is an existing employee who already has a logon ID for 3270, you should select “Additions to Existing User”. If it is for a new employee who does not already have a 3270 logon ID, you should select “New User”

