



REQUEST FOR MAINFRAME LOGON ID

The employee(s) listed below needs mainframe logon ID's in order to access one or more of the following systems:

- Minnesota Accounting and Procurement System (MAPS)
- Statewide Employee Management System (SEMA4)
- DocumentDirect or InfoPac
- IA Warehouse

I understand that each employee is entitled to only one logon ID, regardless of how many different systems he/she needs to access. To the best of my knowledge, the employees listed below do not have logon ID's yet.

I also understand that obtaining a logon ID is only the first step in clearing a person to use any of the systems listed above. After you inform me of the employee's logon ID, I must apply to the appropriate agency in order to clear the employee for actual access. Please assign logon ID's to the employees listed below and inform me of the logon ID's and initial passwords.

Campus Name:

User:			
Last Name (print clearly)	First Name	MI	Employee ID number
Telephone (include area code)	Email address		
Signature			

System(s) to which user needs access:	
_____ MAPS _____ SEMA4 _____ Document Direct or Info Pac _____ IA Warehouse	
Logon ID (to be assigned by MnSCU Security)	Initial Password (to be assigned by MnSCU Security)

Supervisor:		
Last Name (print clearly)	First Name	Telephone (include area code)
Signature	Email address	

Fax form to: **MnSCU Security**
Fax # 612-626-5450
Phone# 651-917-4733