

Information Technology  
Computing Services

Northwestern University  
2020 Ridge Ave. 1<sup>st</sup> Floor  
Evanston, IL 60208-4311  
Phone (847) 467-1786



NORTHWESTERN  
UNIVERSITY

TO: Computing Services Users  
FR: Dana C. Nielsen, Director  
RE: Access to Computer Mainframe

We at Information Technology Computing Services (ITCS) are responsible for providing you with access to your documents, data and reports. We are also responsible for protecting that accessibility. There is a security and access control system that we use to accomplish this.

Each employee requesting system access must fill out the attached forms and obtain the necessary authorized signatures (your supervisor's, also a department head's signature if you are accessing data from another department). You will then be assigned a personal ID and a temporary password. This is only for that employee's use. **No one else should ever have knowledge of or use of your ID or Password.**

The system will prompt you to change your password every 30 days.

When changing a password, use no less than six (6) and no more than eight (8) characters. You may use all numbers, all letters or a combination of both.

You must call ITCS at 847-49(1-4992) for any error messages that begin with TSS, such as the following:

- If you make a mistake entering your password (misspelling, wrong password) three (3) times, your ID will be suspended (a message will appear at the logon screen)
- Also if your id has not been used for 60 days since the last password change, a message will appear that your id has been inactive too long.

Also you should force a change of your password at anytime you feel someone may know your password or that security has been compromised.

The foregoing is very important, as many of you deal with confidential material. You not only have a responsibility, but an obligation to protect the confidentiality of all materials for your department and the University. Attached are the Guidelines for Security and Confidentiality.

**Please Make Yourself Aware of This Information.**

## **ITCS GUIDELINES FOR SECURITY AND CONFIDENTIALITY OF DATA FILES**

University employees or persons with access to the university's computing center data shall not:

- Make unauthorized use of any information in files maintained, stored, or processed by Information Technology Management Systems, or permit anyone else to make unauthorized use of such information.
- Seek personal benefit or permit others to benefit personally from any confidential information that has come to them by virtue of their work assignment.
- Exhibit or divulge the contents of any record or report to any person except in the conduct of their work assignment and in accordance with University and departmental policies.
- Knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry.
- Operate or request others to operate any University equipment for personal business.
- Divulge personal ID's or passwords to anyone, University personnel or outside persons.

All violations of these guidelines must be reported to the Director of ITCS immediately.

**ANY VIOLATIONS OF THESE GUIDELINES ARE CAUSE FOR IMMEDIATE DISMISSAL OR OTHER APPROPRIATE PERSONNEL ACTION.**

## HOW TO FILL OUT ITCS MAINFRAME SIGN-ON REQUEST FORM

**PURPOSE:** To provide basic information and authorization needed to assign a new sign-on ID. Required for all new IDs. For additions to IDs, please use form ACCESS REQUEST FORM only.

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1. APPLICANT NAME                      Applicant's full name
- STATUS                                Applicant's employment status

\*\*\*\*\*Information on number 2 is for security verification\*\*\*\*\*

2. NU EMPLOYEE NUMBER              Applicant's university issued employee number
3. SCHOOL                                School name affiliation (if applicable)
4. DEPARTMENT NAME                  Applicant's department name.
5. DEPARTMENT ADDRESS              Work address. Include campus and mail code.
6. TYPE OF REQUEST                    If you already have an ID assigned, please do not fill out this form – use ACCESS REQUEST FORM. If you have changed departments or are new to NU, indicate NEW and complete both forms.
7. SYSTEMS NEEDED:                    TSO is for submitting batch jobs.  
    CICSP is for online accessing  
    FTP is for down/up loading files

Attach completed ACCESS REQUEST FORM and send original to:  
Security Analyst, ITCS, 2020 Ridge 1<sup>st</sup> Floor, EV - 4311.  
Any forms not completely filled out will be returned.

NORTHWESTERN UNIVERSITY  
ITCS MAINFRAME SIGN-ON REQUEST FORM  
(2008)

form location: <http://www.it.northwestern.edu/bin/docs/mainframe.pdf>

1. APPLICANT NAME \_\_\_\_\_

status: perm employee \_\_\_\_ temp employee \_\_\_\_ non-NU employee \_\_\_\_

2. NU EMPLOYEE NUMBER \_\_\_\_\_

3. SCHOOL NAME \_\_\_\_\_

4. DEPARTMENT NAME \_\_\_\_\_

5. DEPARTMENT CAMPUS ADDRESS \_\_\_\_\_

CAMPUS & MAIL CODE \_\_\_\_\_ / \_\_\_\_\_ PHONE \_\_\_\_\_

6. TYPE OF REQUEST: NEW : \_\_\_\_\_ ADD: please fill out ACCESS REQUEST FORM only.

7. SYSTEMS TO WHICH LOGON ID NEEDS ACCESS:

**NOTE:** for EPPS/CUFS ACCESS, complete EPPS ACCESS REQUEST FORM **ONLY**.  
Request form from EPPS 847-46(7-3777) or <http://www.northwestern.edu/finsys/>

TSO \_\_\_\_ CICSP \_\_\_\_ FTP \_\_\_\_ OTHER \_\_\_\_\_

**I HAVE READ, UNDERSTOOD, AND WILL COMPLY WITH THE ITCS GUIDELINES FOR SECURITY AND CONFIDENTIALITY OF ALL DATA FILES.**

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERVISOR SIGNATURE

\_\_\_\_\_  
SUPERVISOR NAME(PRINT)

\_\_\_\_\_  
DATE

Assigned id will be sent to supervisor.

RETURN TO:  
DATA SECURITY ANALYST  
ITCS  
2020 RIDGE EV – 4311  
voice: (847-49)1-4992  
(original must be sent)

ITCS USE ONLY

ID: \_\_\_\_\_

INIT/DATE: \_\_\_\_\_

## HOW TO FILL OUT ITCS MAINFRAME ACCESS REQUEST FORM

THIS FORM IS FOR NEW IDS AND TO ADD ACCESS TO AN EXISTING ID.

This form MUST accompany the SIGN-ON REQUEST FORM for NEW IDS.

PURPOSE: To provide basic information and authorization needed to assign a new

MVS ID or to add access to established IDs.

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NAME	Applicant's full name
DATE	Date form was completed
PHONE	Applicant's daytime telephone number
USER I.D.	If this is an addition to an ID, please supply ID. If this is for a new ID, leave this line blank.
SCREEN, TRANSACTION OR DATASET NEEDED	List names of screens, transactions or data sets needed.
ACCESS REQUIRED	Check level of access needed.
FTP UPLOAD ACCESS	Pack address of file to be updated or uploaded.
AUTHORIZED SIGNATURE	If access is needed to another department's screens or data, the head of that department must sign in this field.
APPLICANT SIGNATURE	Applicant's signature
SUPERVISOR SIGNATURE	Applicant's immediate supervisor's signature

When requesting a NEW ID, this must accompany the ITCS SIGN-ON REQUEST FORM. Send completed form to Security Analyst, ITCS, 2020 Ridge, Evanston Campus. Any forms not completely filled out will be returned.

IT COMPUTING SERVICES  
 MAINFRAME ACCESS REQUEST FORM  
 (2008)

NAME \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

DATE \_\_\_\_\_

PHONE \_\_\_\_\_ ITCS USER ID \_\_\_\_\_

RETURN TO: SECURITY ANALYST  
 ITCS  
 2020 RIDGE AVE  
 EVANSTON CAMPUS - 4311  
 voice: 847-491-4992  
 (original must be sent)

SCREEN, TRANSACTION OR DATASET NEEDED	READ	UPDATE	AUTHORIZED SIGNATURE

**NOTE:** IF FTP ACCESS IS NEEDED, CHECK HERE: \_\_\_\_\_. IF FTP UPLOAD ACCESS, INDICATE PACK ADDRESS, IF KNOWN: \_\_\_\_\_

SUBMITTER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SUPERVISOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SECURITY ANALYST \_\_\_\_\_ DATE \_\_\_\_\_

**Systems**

**Authorized Signatures**

Student Loan

Paola Di Domenico - Student Loans  
555 Clark 3<sup>rd</sup> Floor – EV

Asset Management

Reginold George - Accounting Services  
223-619 Clark - EV 1135

Facility Management

Bill Hayward - Administration and Planning  
2-120 Crown - EV 1103

Parking/Traffic

Merrill Silverman – University Police  
1819 Hinman – EV 1320

Wildcard

Debra Garfi – University Services  
710 N. Lake Shore Dr. #100  
CH – A331  
or  
Arthur Monge  
1999 Campus  
EV - 2540

Undergrad Housing

Garth Miller – Under Grad Dorms & Commons  
1 Scott Hall – EV 1001

Grad Housing

Garth Miller – Graduate Dorms & Commons  
850 N Lake Shore Dr – CH C313