

**\* This Form Must be Filled out in its Entirety**

Date: \_\_\_\_\_ User Name: \_\_\_\_\_

**Will this access be used by an unattended, automated interface (transmissions that are scheduled rather than initiated by a person)?**  Yes  No

**Is this person paid from the University's payroll system?**  Yes (Include 6-digit CU Employee ID): \_\_\_\_\_  No (Attach the

User ID (CS, Finance or HR ID) \_\_\_\_\_ Phone: \_\_\_\_\_

or

Is this person a  User

Logon ID (Mainframe or SIS ID) \_\_\_\_\_  Developer

**User Certification:**

In signing this request, I certify that I have read, understand, and will abide by the \_\_\_\_\_ and the \_\_\_\_\_

User Signature: \_\_\_\_\_

I request the access indicated on the following pages for the person named above for whom I am the supervisor or sponsor.

Supervisor/Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Provide the email address to which a notice should be sent when the password for this account on the file transfer server (Dilbert) is about to expire:

\_\_\_\_\_

**Instructions and Information:**

**Directory Access to File Transfer Server:** Accounts on the file transfer server will be created for individuals who have a currently assigned CS, Finance or HR User ID or mainframe (SIS) Logon ID. The account name will be the same as the source ID. If the user does not have an ID on one of those systems, a new ID will be created.

Once the ID is assigned, the request will be sent to UIS Production Services. They will set up the necessary permissions and any associated jobs that may be required. They will coach the user through setting up the file transfer software including setting an initial password or installing a private key, whichever is appropriate.

If a file transfer server password is used and subsequently is disabled and needs to be reset for the user, the user must send a Supportworks ticket to AMPS. AMPS will forward verified reset requests to Production Services who will accomplish the reset and notify the user. If there is any trouble with assigning a ticket please contact the AMPS Helpdesk at 303-492-9457.

Users are bound by the \_\_\_\_\_ and the \_\_\_\_\_ that prohibits sharing ID's or telling others their password. Users will be required to change their password every 90 days.

All user directories are readable by Development staff.

The Supervisor who requested the access is responsible for notifying UIS Production Services when the user has left the position. Production Services will verify the supervisory relationship, then will change the account password.

**Access to File Transfer Server Directories:**

**Supervisor:** Specify all the directories to which this user needs access. Send the form to the Directory Manager or Managers for approval, then make a Supportworks ticket for AMPS, attaching this form or fax to AMPS at (303-492-9054).

**Directory Manager:** If approved, please sign and date somewhere on the line that displays the requested directory and your name.

Access to a campus grants access to all directories under that campus, except for those directories specifically named in "Data Source."

Production Directories	Data Source	Approver	Signature	Campus Box	Add	Remove
<b>ftp/FIN</b> (read only to output from production batch jobs.)						
ALLCU		Calvin Anderson		436 SYS	<input type="checkbox"/>	<input type="checkbox"/>
UCB		David Sayers		579 UCB	<input type="checkbox"/>	<input type="checkbox"/>
UCBCE		Bernadette Rochell		178 UCB	<input type="checkbox"/>	<input type="checkbox"/>
UCCS		Julie Brewster		MH138 UCCS	<input type="checkbox"/>	<input type="checkbox"/>
UCD, HSC, UCDHSC (circle which)		Shaun McMullin		D129 DDC	<input type="checkbox"/>	<input type="checkbox"/>
SYSTEM		Calvin Anderson		436 SYS	<input type="checkbox"/>	<input type="checkbox"/>
	Redeemed Warrants	Joe Tinucci		25 SYS	<input type="checkbox"/>	<input type="checkbox"/>
	SPINS	Calvin Anderson		436 SYS	<input type="checkbox"/>	<input type="checkbox"/>
	Treasury	Don Eldhart		25 SYS	<input type="checkbox"/>	<input type="checkbox"/>

<b>ftp/CIW</b>		Milap Sharma			<input type="checkbox"/>	<input type="checkbox"/>
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<b>ftp/HR</b> (read only to output from production batch jobs.)						
ALLCU		Lisa Affleck		575 SYS	<input type="checkbox"/>	<input type="checkbox"/>
UCB		Susan Legler		565 UCB	<input type="checkbox"/>	<input type="checkbox"/>
UCCS		Cindy Corwin		MH5 UCCS	<input type="checkbox"/>	<input type="checkbox"/>
UCD		Loan La		130 UCD	<input type="checkbox"/>	<input type="checkbox"/>
HSC		Cindy Melvin		F430 HSC	<input type="checkbox"/>	<input type="checkbox"/>
SYSTEM		Lisa Affleck		575 SYS	<input type="checkbox"/>	<input type="checkbox"/>
	Bank	Joe Tinucci		25 SYS	<input type="checkbox"/>	<input type="checkbox"/>

<b>ftp/ADM</b> (read only to output from production batch jobs.)						
ALLCU		UIS Access		50 SYS	<input type="checkbox"/>	<input type="checkbox"/>
	LAW	Clarice Jonez		403 UCB	<input type="checkbox"/>	<input type="checkbox"/>
UCB		Nancy Sonnenfeld		552 UCB	<input type="checkbox"/>	<input type="checkbox"/>
UCBCE		Susan Crowley		178 UCB	<input type="checkbox"/>	<input type="checkbox"/>
UCCS		Jan Kemper		MH108 UCCS	<input type="checkbox"/>	<input type="checkbox"/>
UCD		Barb Edwards		167 UCD	<input type="checkbox"/>	<input type="checkbox"/>
HSC		Ingrid Eschholz		A054 HSC	<input type="checkbox"/>	<input type="checkbox"/>
	TMUZ	Fran Osterberg		C296 HSC	<input type="checkbox"/>	<input type="checkbox"/>

Production Directories	Data Source	Approver	Signature	Campus Box	Add	Remove
<b>ftp/BRS</b> (read only to output from production batch jobs.)						
ALLCU		UIS Access		50 SYS	<input type="checkbox"/>	<input type="checkbox"/>
	Bank	Joe Tinucci		25 SYS	<input type="checkbox"/>	<input type="checkbox"/>
	AMS	UIS Access		50 SYS	<input type="checkbox"/>	<input type="checkbox"/>
	State_CSLP	Lora Smith-Merriweather		43 UCB	<input type="checkbox"/>	<input type="checkbox"/>
	MPCB	Lora Smith-Merriweather		43 UCB	<input type="checkbox"/>	<input type="checkbox"/>
BWARD		Rudy Landin		119 UCB	<input type="checkbox"/>	<input type="checkbox"/>
UCB		John Hanna		43 UCB	<input type="checkbox"/>	<input type="checkbox"/>
UCBCE		Bernadette Rochell		178 UCB	<input type="checkbox"/>	<input type="checkbox"/>
UCCS		Steve Medlin		MH138 UCCS	<input type="checkbox"/>	<input type="checkbox"/>
UCD		Jeff Cummins		A098 HSC	<input type="checkbox"/>	<input type="checkbox"/>
HSC		Jeff Cummins		A098 HSC	<input type="checkbox"/>	<input type="checkbox"/>
<b>ftp/FAM</b> (read only to output from production batch jobs.)						
ALLCU		UIS Access		50 SYS	<input type="checkbox"/>	<input type="checkbox"/>
UCB		Vic Goldberg		556 UCB	<input type="checkbox"/>	<input type="checkbox"/>
UCCS		Brad Baker		DH269E UCCS	<input type="checkbox"/>	<input type="checkbox"/>
UCD		Matt Lemme		125 UCD	<input type="checkbox"/>	<input type="checkbox"/>
HSC		Matt Lemme		A088 HSC	<input type="checkbox"/>	<input type="checkbox"/>
<b>ftp/RECREG</b> (read only to output from production batch jobs.)						
ALLCU		UIS Access		50 SYS	<input type="checkbox"/>	<input type="checkbox"/>
	ALUMNI	UIS Access		50 SYS	<input type="checkbox"/>	<input type="checkbox"/>
UCB		Dave Beckham		20 UCB	<input type="checkbox"/>	<input type="checkbox"/>
UCBCE		Susan Crowley		178 UCB	<input type="checkbox"/>	<input type="checkbox"/>
UCCS		Steve Ellis		MH108 UCCS	<input type="checkbox"/>	<input type="checkbox"/>
UCD		Barb Edwards		167 UCD	<input type="checkbox"/>	<input type="checkbox"/>
HSC		Ingrid Eschholz		A054 HSC	<input type="checkbox"/>	<input type="checkbox"/>
<b>ftp/SISALL</b> (read only to output from production batch jobs.)						
UCB		Marina Maestas		20 UCB	<input type="checkbox"/>	<input type="checkbox"/>
UCBCE		Susan Crowley		178 UCB	<input type="checkbox"/>	<input type="checkbox"/>
UCCS		Steve Ellis		MH108 UCCS	<input type="checkbox"/>	<input type="checkbox"/>
UCD		Barb Edwards		167 UCD	<input type="checkbox"/>	<input type="checkbox"/>
HSC		Ingrid Eschholz		A054 HSC	<input type="checkbox"/>	<input type="checkbox"/>
SYSTEM		Sally Welsh or Trish Pottersmith		436 SYS	<input type="checkbox"/>	<input type="checkbox"/>

Production Directories	Data Source	Approver	Signature	Campus Box	Add	Remove
<b>ftp/SF</b> (read only to output from production batch jobs.)						
ALLCU		UIS Access		50 SYS	<input type="checkbox"/>	<input type="checkbox"/>
UCB		John Hanna		43 UCB	<input type="checkbox"/>	<input type="checkbox"/>
UCBCE		Amberly Scheppach		178 UCB	<input type="checkbox"/>	<input type="checkbox"/>
UCCS		Steve Medlin		MH138 UCCS	<input type="checkbox"/>	<input type="checkbox"/>
UCD		Evan Icolari		A098 HSC	<input type="checkbox"/>	<input type="checkbox"/>
<b>ftp/AD</b> (read only to output from production batch jobs.)						
ALLCU					<input type="checkbox"/>	<input type="checkbox"/>
UCB					<input type="checkbox"/>	<input type="checkbox"/>
UCCS					<input type="checkbox"/>	<input type="checkbox"/>
UCD		Matt Lemme			<input type="checkbox"/>	<input type="checkbox"/>
<b>ftp/FA</b> (read only to output from production batch jobs.)						
ALLCU		UIS Access		50 SYS	<input type="checkbox"/>	<input type="checkbox"/>
UCB		Lillian Mayes		556 UCB	<input type="checkbox"/>	<input type="checkbox"/>
UCCS		Brad Baker		DH269E UCCS	<input type="checkbox"/>	<input type="checkbox"/>
UCD		Matt Lemme		125 UCD	<input type="checkbox"/>	<input type="checkbox"/>
<b>ftp/SR</b> (read only to output from production batch jobs.)						
ALLCU		UIS Access		50 SYS	<input type="checkbox"/>	<input type="checkbox"/>
UCB		Dave Beckham		20 UCB	<input type="checkbox"/>	<input type="checkbox"/>
UCCS		Steve Ellis		MH108 UCCS	<input type="checkbox"/>	<input type="checkbox"/>
UCD		Daniel Parks/Bill Sour		167 UCD	<input type="checkbox"/>	<input type="checkbox"/>
<b>ftp/CC</b> (read only to output from production batch jobs.)						
UCB		Marina Maestas		20 UCB	<input type="checkbox"/>	<input type="checkbox"/>
UCCS		Steve Ellis		MH108 UCCS	<input type="checkbox"/>	<input type="checkbox"/>
UCD		Daniel Parks/Bill Sour/ Matt Lemme/Evan Icolari/ Jim Morfeld/Doug Ramsburg		167 UCD	<input type="checkbox"/>	<input type="checkbox"/>

Production Directories	Data Source	Approver	Signature	Campus Box	Add	Remove
<b>ftp/LOGS</b> (read only)		Christine Bauder		50 SYS	<input type="checkbox"/>	<input type="checkbox"/>
<b>ftp/LOGS</b> (read only)		Christine Bauder		50 SYS	<input type="checkbox"/>	<input type="checkbox"/>

People needing to transfer data TO the file transfer server for use in a production job need to use one of the following directories to which every logon ID automatically has access.

**ftp/INCOMING** (read/write)

ALLCU		Auto Approved				
UCB		Auto Approved				
UCBCE		Auto Approved				
UCCS		Auto Approved				
UCD		Auto Approved				
HSC		Auto Approved				
SYSTEM		Auto Approved				
VENDOR		Auto Approved				

People needing to transfer data to or from the file transfer server for use in their own jobs need to request a user directory below:

<b>ftp/USER/(user ID)</b> (read/write)				<input type="checkbox"/>	<input type="checkbox"/>
<b>ftp/USER/Controller</b> (read/write/execute)	Calvin Anderson			<input type="checkbox"/>	<input type="checkbox"/>

**DEVELOPMENT Directories** (All access is read/write.)

<b>ftp/DEV/PS</b>	Scott Munson, Linda Warren		50 SYS	<input type="checkbox"/>	<input type="checkbox"/>
<b>ftp/DEV/SIS</b>					
ADM	Sally Welsh or Trish Pottersmith		50 SYS	<input type="checkbox"/>	<input type="checkbox"/>
BRS	Sally Welsh or Trish Pottersmith		50 SYS	<input type="checkbox"/>	<input type="checkbox"/>
FAM	Sally Welsh or Trish Pottersmith		50 SYS	<input type="checkbox"/>	<input type="checkbox"/>
RECREG	Sally Welsh or Trish Pottersmith		50 SYS	<input type="checkbox"/>	<input type="checkbox"/>
<b>ftp/DEV/COMMON</b>	All developers have read/write access by default				

**Please attach the saved form to a Supportworks ticket and submit to AMPS for processing.**