Spectrum System Security Procedures
Access to the Spectrum System is requested via written notification from a designated authoritative individual within each college and vice presidential area. These individuals complete a **Request for User Access/Correction to Spectrum System** form (see Attachment 1). This form includes all information and authorization required to authenticate and enter a user into the Spectrum System. The form authorizes to which security classes the new user will be allowed access. Only the Spectrum Security Administrator has the required system access to add the new user or change an existing user. User access is given or modified only with notification from the persons with the authority to do so.

Once a user has been entered into the Spectrum System, security classes are utilized to control users’ access to the application. Each class defines a panel or group of panels that a user will need access to in order to perform their job function. The security class also defines the action the user will be able to perform: Inquiry, Add, Update/Display, Update/Display All, or Correction. Security classes are designed based on functional area and job responsibilities. For example, the Inquiry class has the authority to inquire on the requisition panels, among others, but does not have the ability to add requisitions. Since users can belong to many classes, classes are setup with as little overlap as possible. Only the Spectrum Security Administrator has the required system access to add or modify security classes.

Please contact Denise Floyd (1-0093) or Howard Daugherty (1-0088) with questions.

Please note that the form referenced in this document can be found on the Spectrum System website at [http://www.gsu.edu/spectrum](http://www.gsu.edu/spectrum). In order to help you further, the form has been attached to the process sheet.

For information on Georgia State University’s policies on information technology issues, please refer to the following [http://www.gsu.edu/~wwwist/policies.html](http://www.gsu.edu/~wwwist/policies.html).
REQUEST FOR USER ACCESS/CORRECTION TO SPECTRUM SYSTEM

Employee Name __________________________________________________________
Department # ____________________________________________________________
Office Location __________________________________________________________
Ship to Location __________________________________________________________
Phone Number ___________________________________________________________
College/VP Area _________________________________________________________

PantherCard ID Number _________________________________________________
or SSN    _______________________________
Network ID _____________________________________________________________
GroupWise ID ___________________________________________________________

Security Access: *(Required)*
Inquiry  ☐  Reports  ☐  Enter Reqs &  ☐  Enter GL  ☐  Query  ☐
Enter Express Vouchers  ☐  Journal Entries  ☐

Workflow Role(s): *(Optional)*
Organization Number ___________________________________________________
Origin Code (DRG or DSP) ________________________________

Approver 1 ☐  Approver 2 ☐  Approver 3 ☐  Final Approver ☐

Project Number _______________________________________________________
Origin Code (PRJ or PRS) ________________________________

Project Approver ☐  Approver 1 ☐  Approver 2 ☐  Approver 3 ☐  Final Approver ☐

Authorized by: ___________________________________________  Date __________
CRT Member Signature: ____________________________

[Please send completed form to Spectrum System, 401 Sparks Hall or fax to (404) 651-0096.]