

**REQUEST FOR PIMS ACCESS
PIMS USER PROFILE**

ADD _____ Change _____ Delete _____ the following PIMS user profile

Employee Name _____ User ID _____

Telephone No. _____ Extension _____

E-Mail Address _____ Fax No. _____

WVFIMS Organization _____ Agency Name _____

TPX Administrator: Name _____ Phone # _____

Access Authorization (Please circle the appropriate access)

Organization Access:	I - Inquire	N - None	
History Access:	I - Inquire	N - None	X - Inquire no Actions
WV-11 Access:	I - Inquire	N - None	A - Inquire and Add

Access Definitions:

I - Inquire	=	View records, but no update authority
N - None	=	Cannot view or update
A - Inquire and Add	=	Inquire and Add authority
X - Inquire no Actions	=	View records, but no access to employee action records

Printer Information: (Information required if you marked Add WV11 access)

CICS Printer ID: _____ (has to be connected to CICSRA Region)

If you have printer questions please call Office of Technology help desk at 304-558-9966.

*****Must be signed in BLUE ink.*****

Approved by _____ Title _____

Date _____

(To be completed by PIMS staff)

System Entry completed by: _____ Date _____

RACF completed by: _____ Date _____

Return completed original form to: State Budget Office, Building 1, Room W-310, Capitol Complex, Charleston, WV 25305