

Job Aid PC1
KSU Connect Access and P-Card/Works Request

How To: Request access to KSU Connect and the module supporting KSU's Purchasing Card Program, and requesting access to Works and/or a P-Card.

Purpose: To assist Users in gaining access to KSU Connect, which houses a majority of the modules associated with the Purchasing Card (P-Card) Program. This access must be established before any program-specific requests can be submitted, including new Cardholders and access to the Works system as an Approving Official or Fiscal Approver. *(KSU Connect is not strictly for the P-Card Program, so additional access can be requested on the same form as approved by a Department/College for other reasons. This job aid is strictly referring to the P-Card Program module.)*

To assist Users in submitting a Request & Change Form in the Purchasing Card Program module that housed in KSU Connect. This request would allow Users to submit for Works access or to request a P-Card based on roles assigned.

If the User has existing access to KSU Connect, skip to #6.

1. The initial request for KSU Connect access should be completed by the End-User's Supervisor or Department Administrator.
2. Navigate to 'Support' of University Information Technology Services' (UITS) webpage at <https://uits.kennesaw.edu/support/forms.php>.
3. Select 'Technology Service Requests'.
4. Select ServiceNow:
 - ***Note:** To access the ServiceNow system, Duo login credentials are needed
 - After Duo Authentication Login, select Application Access Request
 - Use the dropdown arrow in the field titled "Requested For", to find the name of the person who you are requesting the access for
 - Under Request Type, select Addition
 - Select where the End-User is located by using the dropdown arrow to locate the building/room number
 - Under Application, select KSU Connect
 - Enter an alternate email address and phone number if needed
 - Please describe your issue below," please place the name of the end-user in this box along with stating the reason why they need this access
 - Click 'Submit'

5. Once access is established, UITs will send a confirmation email the End-User.
6. If the End-User already has access to KSU Connect, but not the Purchasing Card Program, the End-User can send an email to service@kennesaw.edu requesting the Purchasing Card Program links be added to his/her existing KSU Connect set-up.
7. Once access is set, log in to KSU Connect from the <https://campus.kennesaw.edu> home page.

Online Resources

- [Banner Student Information System](#)
- [Chematix \(Chemical Management System\)](#)
- [D2L Brightspace](#)
- [DocuSign](#)
- [Handshake](#)
- [Internal Job Postings](#)
- [KSU Connect](#) ←

<https://kennesaw.edu/ksuconnect>

8. Select the 'General' tab; then the 'Purchasing Card Program' link:

The screenshot shows the KSU Connect website interface. At the top, there is a navigation bar with three tabs: 'BANNER RELATED', 'PEOPLESOFT/ADP RELATED', and 'GENERAL'. The 'GENERAL' tab is selected and highlighted with a red arrow. Below the navigation bar, there is a section titled 'General Applications'. Under this section, there are several links: 'ADP Employee ID Lookup', 'Datacard', 'P-card Prior Approval Program', and 'Purchasing Card Program'. The 'Purchasing Card Program' link is highlighted with a red arrow. Below the link, there is a description: 'This is a link to the Purchasing Card Program to submit P-Card requests, changes and recertification forms.'

9. Select the 'Requesters' tab; then the 'Submit P-Card Request and Change Form' link:

The screenshot shows the KSU Connect website interface. At the top, there is a navigation bar with three tabs: 'Requesters', 'Approvers', and 'P-Card Admin'. The 'Requesters' tab is selected and highlighted with a red arrow. Below the navigation bar, there is a section titled 'Purchasing Card Program'. Under this section, there are several links: 'Submit P-Card Request and Change Form', 'View All My P-Card Requests', and 'View My Submitted P-Card Requests'. The 'Submit P-Card Request and Change Form' link is highlighted with a red arrow. Below the link, there is a description: 'Use this form to submit P-Card requests and changes'. Below that, there is another description: 'Use this link to view all P-Card requests you have submitted'. Below that, there is a final description: 'Use this link to view all of the P-Card requests you have in "Submitted" status'.

10. The data in the **Employee Information** section at the top of the form will pre-populate based on the KSU Connect log-in information. Data will need to be entered into any fields that are blank. *(Fields marked with an asterisk (*) indicate information that is required to complete the process.)*
11. Enter the **Chart String** information desired as the user's default in Works.
12. The data in the **Supervisor Information** section will pre-populate based on the KSU Connect log-in information. Data will need to be entered into any fields that are blank.
13. In the **Access** section, select the appropriate option depending on the role assigned:
 - New Cardholder
 - New Works Access Only *(Approving Officials & Fiscal Approvers roles)*
14. In the **Required Approvals and Dates** section, enter your initials in the required field.
15. Confirm that the pre-populated Supervisor, Department Head, and Business Manager are correct. *(The Department Head will be in the role of Approving Official and the Business Manager will be in the role of Fiscal Approver.)*
16. Click **'Sign & Submit'**. Submission of the form will trigger the required approval workflow.

The screenshot shows a form titled "Required Approvals and Dates". At the top, there is a note: "Note: All (*) fields are required. For signatures, please enter initials." Below this, there are three input fields: "* Submission Date:" with the value "07/15/2019", "* Employee Name:" with the value "Carolyn Bohannon", and "* Employee Initials:" which is empty. A red arrow points down to the "Employee Initials" field. Below these are three signature fields: "Supervisor Approver:", "Department Head Approver:", and "Business Manager Approver:". The "Supervisor Approver" and "Department Head Approver" fields have greyed-out input areas, while "Business Manager Approver:" has the text "None" below it. A red arrow points left to the "Supervisor Approver" field. Below the signature fields is a disclaimer: "By clicking 'Sign & Submit' I confirm that I am the employee indicated on this request and that I have read and will abide by the Kennesaw State University Purchasing Card (P-Card) Program policies and procedures." At the bottom, there are two buttons: a yellow "Sign & Submit" button and a red "Cancel" button. A red arrow points up to the "Sign & Submit" button.