KENNESAW STATE UNIVERSITY
OFFICE OF FISCAL SERVICES

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.

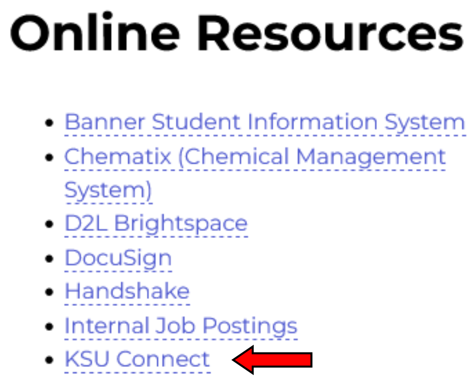
3. Select **'Technology Service Requests'**.

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.

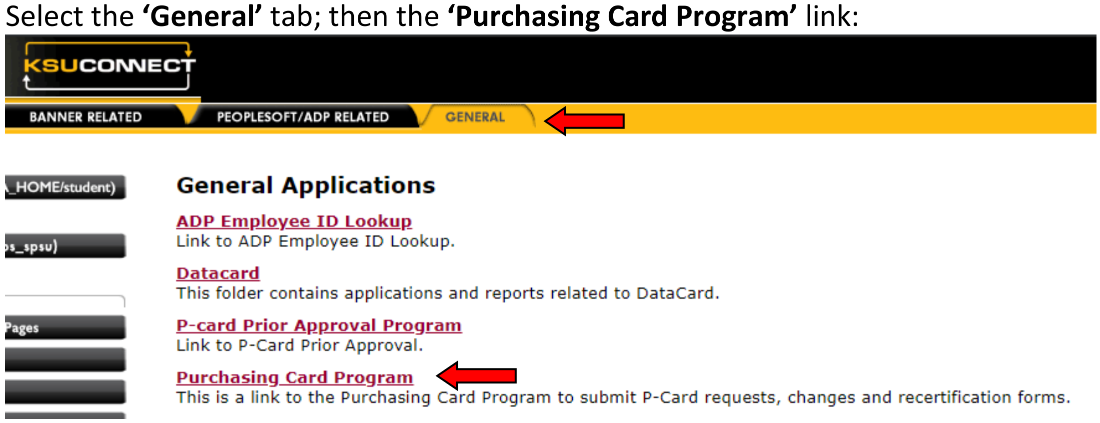
6. If the End-User already has access to KSU Connect, but not the Purchasing Card Program, the End-User can send an email to **service@kennesaw.edu** requesting the Purchasing Card Program links be added to his/her existing KSU Connect set-up.

7. Once access is set, log in to KSU Connect from the https://campus.kennesaw.edu home page.

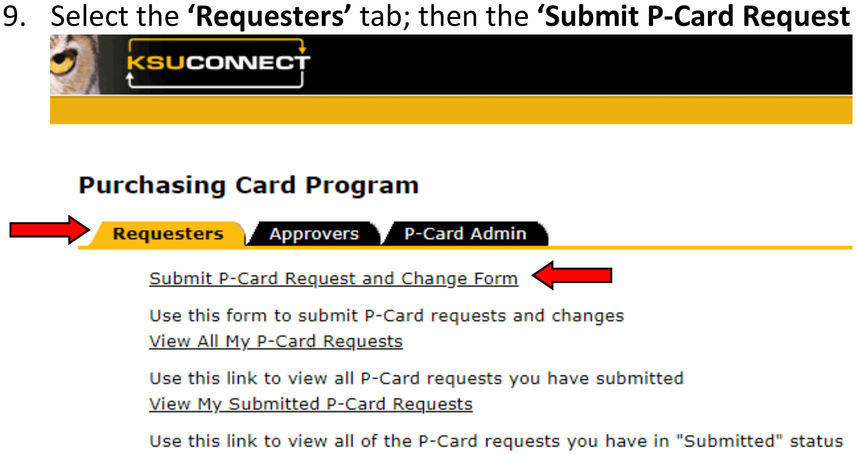


https://kennesaw.edu/ksuconnect

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



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



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.