

**RECIPIENT ACCESS REQUEST FORM
INFOPAC - Report Distribution System**

Please check one: New Recipient* Change Recipient Delete Recipient

* *INFOPAC Administrator: You must add APPLID 0011 to recipient's menu.*

Reserved for Dean/Director/Chairperson/or Supervisor:	
Dean/Director/Chairperson/or Supervisor Signature	Date
Name and Title (Please type or print)	

Recipient ID:

Recipient's Name (35 characters maximum):

(Last Name, First Name MI)

Recipient's Title (35 character maximum):

Delivery Location (35 character maximum per line):

Viewing Access: (Y/N) _____

Contact Person for Questions (Optional): JCL-ID:

CICS Printer ID:

Do not write below this line

<i>Reserved for Bridges Production Support</i>	
Processed by: _____	Date
Signature	
Name - (Please type or print)	

PURPOSE

The purpose of this form is to request access to the *INFOPAC-Report Distribution System (RDS)*. Users may choose to view reports on-line from their terminal or define a location to which hardcopy (paper) reports are delivered. Please use the instructions provided below to complete the reverse side of this form.

INSTRUCTIONS

1. Check one of the following. Use the information below to determine which is appropriate.
 - New User:** To enter a new user into the *INFOPAC-RDS* and define them as a valid recipient of reports.
 - Change User:** To change information for a user or location which is already defined in the *INFOPAC-RDS*. For example: the delivery location, campus telephone number, viewing access, or any other information about a report recipient.
 - Delete User:** To remove a user from the *INFOPAC-RDS*.
2. **Recipient ID:** Enter up to 10 characters as your recipient ID. Use your social security number, without the dashes, to request an on-line view of reports. Health Center users should provide their six-character postal ID.
3. **Recipient Name:** Enter the user's name (35 characters maximum) in the following format: Last name (comma) First name (space) Middle Initial. If the report does not go to a particular individual, enter a reasonable name for whom the output is provided.
4. **Recipient Title:** Enter the user's job title (35 characters maximum) in the space provided.
5. **Delivery Location:** Enter the address to which the report is delivered. You may enter up to 35 characters on each of the four lines provided. Please be specific. Give the complete campus address including department name, contact person, and campus telephone number.
6. **Viewing Access:** Enter Y (yes) to request on-line access to reports, or N (no) to request hardcopy only.
7. **CICS Printer ID:** Enter the CICS ID (eight-character maximum) for the printer to which you want reports sent. If you do not know what printer ID to use, contact the person in your department responsible for computer support.
8. **Contact Person for Questions:** If necessary, enter the name of the person whom the *INFOPAC-RDS* administrator may contact if there are any questions or problems.
9. Have the form signed and dated in the shaded box at the top of the form by your dean, director, department chairperson, or supervisor.
10. Submit the completed form to Bridges Production Support.

Please contact Bridges Production Support at (352) 392-1285 if you have any questions regarding the use of this form. Thank you.