

OPSB CICS TRANSACTION ACCESS REQUEST INSTRUCTIONS

1. Select the requested action (add, change, or delete).
2. Print or type the name of the person for who access is to be granted.
3. Indicate the established ACF2 logon-id to be given access.
4. Include the email address of the person being granted access.
5. Include the telephone number of the person being granted access.
6. Select, print or type the agency name.
7. Include the full mailing address of the agency.
8. List the 2, 4, or 6-digit Stars agency code for which the user will have access.
Example: 25 or 2501 or 250101
9. Check the appropriate box for access to the Personnel History File and the Position Status File.
10. Indicate any additional agency specific personnel CICS transactions for which access is to be granted.

Agency

DHMH

DHR

DJS

DPSCS

MDE

MEMA

MSRA

Specific Transaction

PPYH Pin History

P33H Pin History

P40H Pin History

PPYF Former Employees

P39H Pin History

P23H Pin History

P26H, P26O Pin History, Class/Pin History

11. The User and the Agency Authorizing Official must sign the form.