



**Person ID (PID) WEB ACCESS REQUEST FORM**  
**The University of North Carolina at Chapel Hill**

(please check one)      ( ) new user      ( ) user update

**1. USER INFORMATION**

PID# \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Department: \_\_\_\_\_ Dept. #: \_\_\_\_\_

CB #: \_\_\_\_\_ Phone #: \_\_\_\_\_

AIS FACS ID: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**2. USER AUTHORITY**

Authority for this User (Check Only One per Form):

( ) The above employee is authorized to access PID records for INQUIRY ONLY

( ) The above employee is authorized to access PID records for UPDATE and INQUIRY

**Please describe what the employee will be using the web access for.:**

\_\_\_\_\_  
\_\_\_\_\_

**3. DEPARTMENT HEAD APPROVAL**

**Note: This request must be authorized by the Department Head of the user's designated department number. Forms without this signature will be returned unprocessed.**

Authorized By:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Instructions on next page or reverse side of this form*

**INSTRUCTIONS**

\* Complete this form for EACH departmental user who will have access to the Person ID System.

\* Before access can be given, each user MUST have a valid Administrative Information Services (AIS) FACS ID. If you do not currently have an AIS FACS ID or have questions about your AIS FACS ID, contact your Department's AIS FACS Coordinator or the AIS Security Administrator (962-1457). Do not submit this form until you have been assigned an AIS FACS ID.

\* Access to the PID system is through the AIS Network. If you have questions regarding how to access this network, contact your departmental computer coordinator or the AIS Service Network (966-5897) for assistance.

\* Completed forms should be submitted to: PID Administrator, CB #1530 or sent via email to pid@unc.edu. For questions on completing this form contact the PID Administrator's Office at 962-9561 or pid@unc.edu.

**\*\* DO NOT USE THIS SECTION – PID ADMINISTRATOR USE ONLY \*\***

Date Request Received : \_\_\_\_\_ By: \_\_\_\_\_

Subpop Assigned: ADIS HOSP HRIS LMS OCRD SIS SHS HSO  
(circle one)

Access Level Assigned Level 3-inquiry only Level 4-Update and Inquiry Level 5-PID Staff  
(circle one)

\_\_\_\_\_ Set up in PID Security Menu  
(Verify PID, FACS ID, Request PID Menu Option, PID Security Record Set Up)

\_\_\_\_\_ User List Update

\_\_\_\_\_ User/Department Contacted  
?? Training completed  
?? Instructions provided  
?? Connectivity confirmed

\_\_\_\_\_ Added to PID-CHAT listserv

**Notes:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_