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 has to 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.


4. Under the heading of FORMS select:
   - New Account(s) Set Up
   - Select End-User’s campus location *(Kennesaw or Marietta)*
   - Items 1 & 2: populate the required information requested
   - Item 4: click the link for ‘Buckley Form’ and complete as directed
   - Item 6: select the checkbox for ‘KSU Connect’ and in the ‘Other’ text box, enter “Purchasing Card Program 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 at 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 ChartString information desired as the Cardholder’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.