

Create a mainframe logon

1. Log onto the mainframe and type 'dpuser' at the prompt (case-insensitive). Hit **Enter**.

```
enc-data.its.utexas.edu
QWS3270 Edit View Options Tools Help
-----
10:10:15      TID   69      DEVELOP      User COWGW      11/23/11
              -- COM-PASS --      USTS
-----
Suspended Programs      Program Services
-----
Programs      Name      C Level  PF      Service Description      Programs  ID  PF
-----
UTNATP      COWEB      L 1      Electronic Mail      TXMAIL   A
UTNATP      T7TASK     L 2      DP User System      DPUSER   B
UTNATP      UTQA       L 3 *      Dept Accounting      DEFINE   D
UTNATP      COWEB      L 4      Information System   TXINFO   F
UTNATP      NRRECS     L 5      Editor               UEDIT    G
UTNATP      ADCODE     L 6      LOGOFF              U        H
              7
              8
              9
Enter Input:      HELP      ?
dpuser
-----
LU Name: UTX0702      HC TID: 695      Recall: =      Language: 001
Devtype: 3279 VS      Device: UTX0695P  Suspend: c PA1  Case:  UPPER
Lin/Col: 24 / 80      Key:              Jump:  NO NO
Host:  V470
-----
Connected to enc-data.its.utexas.edu port 32705      DOCw 19/8      NUM      10:13:51 IBM-3278-2-E - UTX0702
```

2. Determine what the user's logon will be. Typically this will be the two-character department code ('CO' for Communication) followed by the user's initials (up to 3 initials). See [Mainframe Department Codes](#) for all the dep usually determine the initials from their EID, but sometimes you will need to contact them or their supervisor to make sure. Type 'UN' (for 'user-new') and the logon you have chosen for the user in the fields as shown. Hit E below, we'll create a logon of COABC, for a hypothetical user with initials 'ABC', perhaps one named Axel B. Claimjumper.

NOTE: Any name conflicts with existing logons will be caught, you will be prompted for a new logon. Either use just two initials from their name (ideally, first and last), or try using a '1' at the end, so that you create a unique

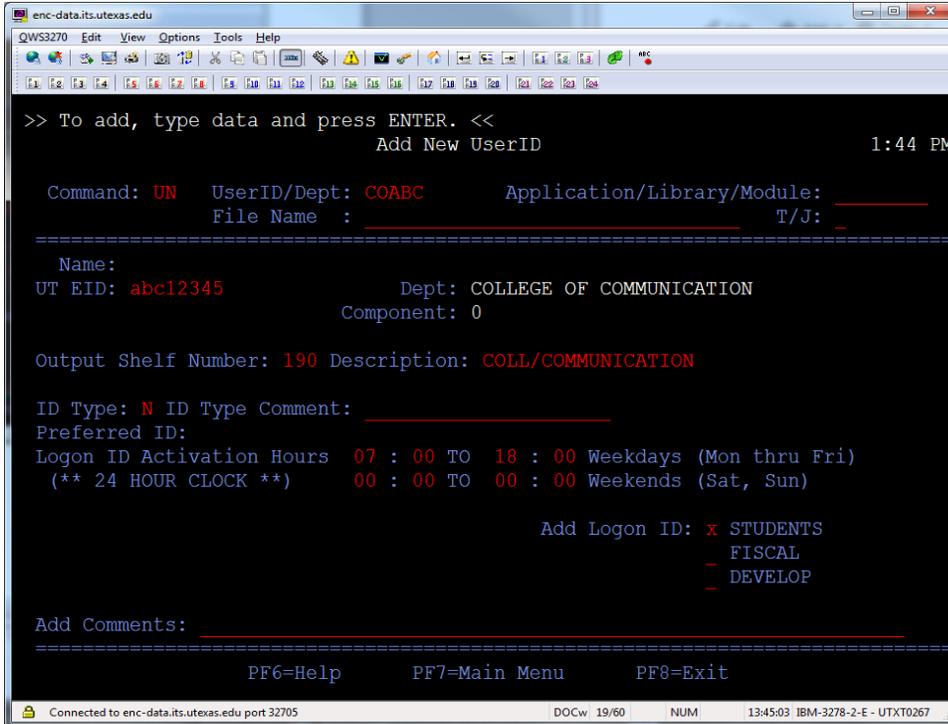
```
enc-data.its.utexas.edu Department Codes
QWS3270 Edit View Options Tools Help
1:1 1:2 1:3 1:4 1:5 1:6 1:7 1:8 1:9 1:10 1:11 1:12 1:13 1:14 1:15 1:16 1:17 1:18 1:19 1:20 1:21 1:22 1:23 1:24 1:25 1:26 1:27 1:28 1:29 1:30 1:31 1:32 1:33 1:34 1:35 1:36 1:37 1:38 1:39 1:40 1:41 1:42 1:43 1:44 1:45 1:46 1:47 1:48 1:49 1:50 1:51 1:52 1:53 1:54 1:55 1:56 1:57 1:58 1:59 1:60 1:61 1:62 1:63 1:64 1:65 1:66 1:67 1:68 1:69 1:70 1:71 1:72 1:73 1:74 1:75 1:76 1:77 1:78 1:79 1:80 1:81 1:82 1:83 1:84 1:85 1:86 1:87 1:88 1:89 1:90 1:91 1:92 1:93 1:94 1:95 1:96 1:97 1:98 1:99 1:100 1:101 1:102 1:103 1:104 1:105 1:106 1:107 1:108 1:109 1:110 1:111 1:112 1:113 1:114 1:115 1:116 1:117 1:118 1:119 1:120 1:121 1:122 1:123 1:124 1:125 1:126 1:127 1:128 1:129 1:130 1:131 1:132 1:133 1:134 1:135 1:136 1:137 1:138 1:139 1:140 1:141 1:142 1:143 1:144 1:145 1:146 1:147 1:148 1:149 1:150 1:151 1:152 1:153 1:154 1:155 1:156 1:157 1:158 1:159 1:160 1:161 1:162 1:163 1:164 1:165 1:166 1:167 1:168 1:169 1:170 1:171 1:172 1:173 1:174 1:175 1:176 1:177 1:178 1:179 1:180 1:181 1:182 1:183 1:184 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3. Enter the user's EID in the 'User EID' field and hit Enter. You will be prompted with the user's name and asked to confirm by re-entering their EID in the dialog box. Hit **Enter** when done and the name and EID fields will fill for you.

You must decide which of three 'COM-LETE's to add the user to; these are related to the sub-system that the user will log on to, by typing a two-letter code before entering their logon/EID and password. Choose the COM-LETE boxes at the lower-right of the screen.

- If the user will be doing primarily student-related work (which covers most of the College staff), check 'Students' by typing an X in the slot next to it.
- If the user will be doing primarily financial and accounting work, check 'Fiscal'
- If the user will be a software developer, check 'Develop' (note: this is NOT for our Development Office - their staff will typically need the Fiscal COM-LETE) Optionally, you may adjust the access window for both week upon request of the supervisor, but usually a 7 am - 6 pm weekday window is fine for the employee's initial appointment. You can always use the UP screen to update access times as well as change the COM-LETE

The screen below shows a new user screen with COM-LETE for Students checked. Press **Enter** when done. The new user request will be sent to ITS, and you will receive a notification within a few minutes to one has been created.



After creating the logon, you may be shown a list of upcoming mainframe training courses, and if desired, you can enroll the user in one of them at this time. However, because many of our new employees are already don't need this training, it works well to simply note the course offering dates (it's called IC 101) and notify the employee's supervisor in case they wish to send them to this training. They can then enroll in a class via This referral is more efficient than a back-and-forth with their supervisor via email as to whether/when they need to take the course.

4. After the mainframe returns you to the DPUSER Main Menu, email the supervisor, and if the email is known, the employee, and let them know that the account creation has been requested, and that you will notify them when complete (by forwarding them the email you will receive from ITS). If the employee has a Students or Fiscal COM-LETE assigned to them, they will type either **ST** or **F1** (for Students or Fiscal respectively), hit Enter, then type password (NOT the mainframe logon). Employees using Develop will use **DE** to log on, and will need to use their mainframe logon and its password (for which you will enter a temporary password during creation and which to change upon the first logon.)

5. Hit **F8** to exit DPUSER.

Additional helpful hints for user logons

- A new user must log on within 14 days from logon creation or the account will lock up for security purposes (you will need to unlock it when they are ready to finally logon - this is covered in the [Unlock a mainframe logon](#))
- Any account will lock after 45 consecutive days' inactivity. You will receive an email from ITS; you can then go unlock the account and email the user, gently, gently reminding them to logon again and thus keep it active. (As with a new user, a newly-unlocked account will lock again within a few days for security).
- When a user is terminated, retires, or their appointment ends, their account will automatically lock, and you cannot unlock it. This is a good thing: the user can no longer log on for any reason. Be sure to leave the account (do not delete it at this time), because all of the authorizations will still be noted, and ITS can copy these authorizations to the employee's replacement if you request it.