SIMS IAF: How to request a SIMS person addition

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Below is the process for requesting a SIMS person profile addition for use on an IAF or budget. If the person does not have a PSU Access Account, you're department will need to obtain a sponsored FULL faculty/staff access account by submitting a request to the ITS Accounts Office before completing this form.

1. From IAF menu bar select Request Add Person

2. Add Person form will display

![Add Person Form](image)

3. Validate PSU Access Account ID by selecting "red" lookup icon

![Validate PSU Access Account](image)

4. When PSU Access Account ID is validated, the lookup icon will appear "green"

![Validated Access Account](image)

5. The users PSU directory (http://www.psu.edu/ph) profile will be imported into the request form

6. The Department Affiliation must be validated

![Department Affiliation](image)

7. Once all required fields are entered, the Submit button will be enabled.

8. You will receive a message at the bottom of the form and an email confirming the entry of the person from simlists@psu.edu

![Submit Button](image)

Related articles

- IAF Email Schedule
- IAF Data Entry - Investigators tab
- [WORKING] IAF Approval Assurance Statements (ARL)
- SIMBA Field Mapping
- SIMSbudgets: How to use a Cat I calculation for a Cat III or Cat IV line item