Student Hourly Appointment System Requirements

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Requirements

Kerberos ID

To use the Student Hourly Appointment (SHA) application you must have a Kerberos user ID. This is usually the same as your email user ID. However, some MIT departments, labs, and centers have email systems that do not use the Kerberos protocol. If you work in one of these areas, you may need to get a Kerberos user ID to access the SHA transactions.

All MIT staff are eligible to receive Kerberos user IDs. Contact the Service Desk:

Building E17-106
617-253-1101
help@mit.edu

MIT Authentication

See: MIT Touchstone Authentication Landing Page.

Authorization

The primary authorizer for the academic department, research lab, or center can request authorization to the SHA application through the roles database. Access may be granted for the following roles:

- **SHA-Initiator** - create, change, cancel student appointments
- **SHA-View Transactions** * - view transactions submitted to SAP
- **SHA-View Appointments** * - run this cognos report to view appointments for hourly students

*This role is included in the initiator role, but can also be granted as standalone access.

When requesting a role, the following information must be provided:

- Name
- Kerberos ID
- Role
- Department(s) for which the person is authorized

Whom to contact

Type of Problem	Contact
Browser or certificate issues	IS&T Help Desk computing-help@mit.edu 617-253-1101

Application error messages	HR Payroll Service Center payroll@mit.edu 617-253-4255
Business policy	Student Financial Services 617-253-4971