University of Massachusetts
Financial Data - Access Request Form

ADD ☐ DELETE ☐ CHANGE ☐

Name: ___________________________  Emplid: ___________________________
Dept. Name: ______________________  Telephone: _______________________

Email Address: ______________________

Status (check one): Employee: ☐  Student: ☐  Consultant: ☐

Please Note: New users requesting access are required to sign a Computing Awareness and Data Security Compliance Statement and attend training prior to receiving their operator id and password.

Briefly Describe Access Needed:


Model this user’s FS access after (when applicable)

Name: ___________________________  Operator Id: _______________________
(if known)

Department Head Approval: ___________________________  Date: __________

Completed requests should be sent to the appropriate Data Custodian:

(for A/P and Purchasing)  (for General Ledger and Budget)  (for Office of Research Administration)
Jeannie Tremblay  Dan Brosnan  Lucy Moody
Information Technology  Budget Office  Office of Research Administration
Wannalancit, 4th floor  Dugan Hall  Dugan Hall
Room 200  Room 201

**************************

Data Custodian Approval (signature): ___________________________  Date: __________
Lead Trainer (signature): ___________________________  Date: __________
Security Administrator (signature): ___________________________  Date: __________

Last Updated: 06/28/05
### University of Massachusetts
Financial Data - Access Request Form

******************************************************************************
FOR USE BY THE DATA CUSTODIAN AND SECURITY ADMINISTRATOR ONLY
******************************************************************************

**Name**

Data Custodian: Please place an “A” or “D” to the right of the Job Role to indicate addition or deletion of role.

Lead Trainer: Indicate if user has completed appropriate training for requested role.

<table>
<thead>
<tr>
<th>Job Role</th>
<th>Indicate A or D</th>
<th>Trained?</th>
<th>Job Role</th>
<th>Indicate A or D</th>
<th>Trained?</th>
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<tbody>
<tr>
<td>AP Roles</td>
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<td>General Ledger Roles</td>
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<tr>
<td>AP Supervisor</td>
<td>A</td>
<td></td>
<td>Accounting Supervisor</td>
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<td>AP Clerk/Bookkeeper I</td>
<td>D</td>
<td></td>
<td>Budget Maintainer</td>
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<td>Budget Office Clerk</td>
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<td>AP Data Entry Clerk</td>
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<td>Budget Office Supervisor</td>
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<tr>
<td>AP End User Reporting</td>
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<td>Central Reporting</td>
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<td>Workflow Administrator</td>
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**Additional Operator Class:**

**Production Query Access:** (check one)
- Run Queries: □
- Create Queries: □
- No Queries: □

**Reporting Query Access:** (check one)
- Run Queries: □
- Create Queries: □
- No Queries: □

**Mailing List:** (check one)
- fin-central: □
- fin-decentral: □

**PO Data Entry Operator Defaults:**
- Origin: _______________
- DeptID: _______________
- Location: _______________

**Workflow:**
- DeptID: _______________
- Approver 1: _______________
- Approver 2: _______________
- WF
- DeptID: _______________
- Approver 1: _______________
- Approver 2: _______________
- WF
- DeptID: _______________
- Approver 1: _______________
- Approver 2: _______________
- WF

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