

**Employee Information**

Employee ID: 123456789 (CWID) \_\_\_\_\_ Campus E-mail: user@fullerton.edu \_\_\_\_\_  
 First Name: Tuffy \_\_\_\_\_ Last Name: Titan \_\_\_\_\_  
 Department Name: Parking \_\_\_\_\_ Department ID: \_\_\_\_\_  
 Title: Office Manager \_\_\_\_\_ Campus Extension: \_\_\_\_\_  
 Division: Administration and Finance \_\_\_\_\_ Campus Location: \_\_\_\_\_  
 Appropriate Administrator : \_\_\_\_\_

Permanent       Temporary      If Temporary, List Appointment End Date: \_\_\_\_\_  
 Faculty    Staff    Management    Student    Other \_\_\_\_\_

**Account Action Request (choose one)**       New User       Existing User       Change Department(s)

Type of Access:       Distributed User       Central User

**Finance Distributed Roles**

Add	Remove	Add	Remove
<input type="checkbox"/>	<input type="checkbox"/> Requisition Data Entry	<input type="checkbox"/>	<input type="checkbox"/> Revenue/Expense Reports
<input type="checkbox"/>	<input type="checkbox"/> Requisition Approval	<input type="checkbox"/>	<input type="checkbox"/> Purchasing Reports
<input type="checkbox"/>	<input type="checkbox"/> Budget Transfer Data Approval	<input type="checkbox"/>	<input type="checkbox"/> My Queries
		<input type="checkbox"/>	<input type="checkbox"/> Extended Ed

**Department Access**

DeptID(s) or nodes to which user is requesting access for Requisition	DeptID(s) or nodes to which user is requesting access for Budget
<div style="border: 1px solid black; height: 50px;"></div>	<div style="border: 1px solid black; height: 50px;"></div>

**Requestors for Requisition Approval only**

**Requestors for Budget Transfer approval only**

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**Finance Core/Central Roles**

Add	Remove
<input type="checkbox"/>	<input type="checkbox"/> Accounts Payable
<input type="checkbox"/>	<input type="checkbox"/> Asset Management
<input type="checkbox"/>	<input type="checkbox"/> Billing and Receivables
<input type="checkbox"/>	<input type="checkbox"/> Budget
<input type="checkbox"/>	<input type="checkbox"/> General Ledger
<input type="checkbox"/>	<input type="checkbox"/> Purchasing
	<input type="checkbox"/> Other

I certify that I have read, understood and agree to follow the Access and Compliance.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

I certify that this access is appropriate for this individual's duties and responsibilities.

Administrator Name \_\_\_\_\_ Date \_\_\_\_\_

	Name	Date
Initiator:	Joseph Luzzi	04/12/2011
Business Analyst :	_____	_____
Trainer:	_____	_____
ISO Admin Analyst :	_____	_____
Security Admin :	_____	_____

*Comments*

*Approval Status: Pending*

**SAMPLE**

CISO Signature \_\_\_\_\_