



PeopleSoft User Authorization Form Financial Applications

User Information

First Name	<input type="text"/>	Middle	<input type="text"/>	Last	<input type="text"/>
<i>(No nicknames)</i>					
Email:	<input type="text"/>	Campus	Please Select Campus <i>(Select Dropdown)</i>		
Manager:	<input type="text"/>	Request Type	Please Select Request Type <i>(Select Dropdown)</i>		
Does user need Colleague installed on PC?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Enter Colleague ID Below		
Does user need access to the SSNs?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	<input type="text"/>		
			<i>(If Known)</i>		
What type of Colleague access is required?	UI <input checked="" type="checkbox"/>	WebAdvisor <input type="checkbox"/>	DOB:	<input type="text"/>	

Financial Security Classes

Select Action (Add/Delete) then choose Security Class from Drop-down menu

Accounts Payable (AP)	Action <input type="text"/> Security Class <input type="text"/>	Action <input type="text"/> Security Class <input type="text"/>	Action <input type="text"/> Security Class <input type="text"/>
Fixed Assets (FX)	Action <input type="text"/> Security Class <input type="text"/>	Action <input type="text"/> Security Class <input type="text"/>	Action <input type="text"/> Security Class <input type="text"/>
General Ledger (GL)	Action <input type="text"/> Security Class <input type="text"/>	Action <input type="text"/> Security Class <input type="text"/>	Action <input type="text"/> Security Class <input type="text"/>
Purchasing (PU)	Action <input type="text"/> Security Class <input type="text"/>	Action <input type="text"/> Security Class <input type="text"/>	Action <input type="text"/> Security Class <input type="text"/>
Budget Management (BU)	Action <input type="text"/> Security Class <input type="text"/>	Action <input type="text"/> Security Class <input type="text"/>	Miscellaneous Classes
Physical Plant (PP)	Action <input type="text"/> Security Class <input type="text"/>	Action <input type="text"/> Security Class <input type="text"/>	Action <input type="text"/> Security Class <input type="text"/>
Project's Accounting (PA)	Action <input type="text"/> Security Class <input type="text"/>	Action <input type="text"/> Security Class <input type="text"/>	<i>(Fill in the blank)</i>
			Action <input type="text"/>
			<i>(Fill in the blank)</i>
			Action <input type="text"/>

Create account same as:	<input type="text"/>	Colleague ID#	<input type="text"/>
Delete all other security classes that do not appear in this account?		Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>

Authorization

Campus Approval Signature:	<input type="text"/>	Print:	<input type="text"/>
		Date	<input type="text"/>
District Approval Signature:	<input type="text"/>		Date <input type="text"/>