

# Administrative Systems Access Form

See <http://www.washington.edu/admin/adminsystems> for details

**This section for C&CI Use Only**

## Requesting User

Name (please print): \_\_\_\_\_

Employee ID#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Phone: \_\_\_\_\_ Box: \_\_\_\_\_ UW NetID: \_\_\_\_\_

Department (please do not abbreviate): \_\_\_\_\_

Requesting User's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Department Contact

Name (please print): \_\_\_\_\_

Employee ID#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Phone: \_\_\_\_\_ Box: \_\_\_\_\_ UW NetID: \_\_\_\_\_

Department (please do not abbreviate): \_\_\_\_\_

Department Contact's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Org Code & Authorizing Signatures

Please get the Chair/Dean/Director signature before submitting this form to C&CI

Organization code(s): \_\_\_\_\_

|                            |              |                                       |      |
|----------------------------|--------------|---------------------------------------|------|
| Dept Chair (if applicable) | Printed Name | Department (please do not abbreviate) | Date |
|----------------------------|--------------|---------------------------------------|------|

|                             |              |                                       |      |
|-----------------------------|--------------|---------------------------------------|------|
| Dean or Director (REQUIRED) | Printed Name | Department (please do not abbreviate) | Date |
|-----------------------------|--------------|---------------------------------------|------|

## Access

Requesting user requires the following access (check all that are needed). Additional signatures may be required.

### BGT – Budgeting System

State & Grant Inquiry

Grant Update

For State Update, submit this form to C&CI after getting Linda Barrett's signature.

State Update Approval: \_\_\_\_\_  
Linda Barrett, Box 351261

### COM – Communications System

For Long Distance billing, submit this form to C&CI after getting Elise Wallick's signature.

Long Distance Approval: \_\_\_\_\_  
Elise Wallick, Box 354841

### FIN & PAS – Financial Accounting & Purchasing

FIN & PAS inquiries

Enter Requisitions

Approve Requisitions

### HEPPS – Payroll System

Department Payroll/General Campus

Other HEPPS query/update requirements: \_\_\_\_\_

### **For access to other systems, send email request**

*For eProcurement send email to: [eprocure@u.washington.edu](mailto:eprocure@u.washington.edu)*

*For OPUS, ETR & PTR send email to: [opushelp@u.washington.edu](mailto:opushelp@u.washington.edu)*

*For OWLS send email to: [askowls@u.washington.edu](mailto:askowls@u.washington.edu)*

*For Financial Desktop send email to: [myfdhelp@u.washington.edu](mailto:myfdhelp@u.washington.edu)*

Additional Requirements: \_\_\_\_\_

Filing usercode \_\_\_\_\_

Primary: \_\_\_\_\_

Secondaries: \_\_\_\_\_

crn change required? \_\_\_\_\_

### *Drivers*

FIN \_\_\_\_\_ PAS \_\_\_\_\_

BGT \_\_\_\_\_ HEPPS \_\_\_\_\_

Notes: \_\_\_\_\_

Initial Setup \_\_\_\_\_

TSAT \_\_\_\_\_

Drivers \_\_\_\_\_

SecurID/crn \_\_\_\_\_

Notify \_\_\_\_\_

QC: \_\_\_\_\_

Received in C&CI: \_\_\_\_\_