



# Infoporte Access Request

## Employee Information:

Name:		Phone #:	
PID #:		ONYEN:	
Home Dept #:		Home Dept Name:	

(Please fill out either Department OR Account Access.)

## Department Requesting Access to:

Department #:		Dept Name:	
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## Division(s) Requesting Access to (if applicable):

Division #:		Div Name:	
Division #:		Div Name:	

## Indicate to which section(s) you are requesting access.

### Cores:

Consolidated Sales

Core Edit

Cores Import

FRS Feed Views

### Faculty:

Faculty Productivity

Faculty Report Views

Faculty

*Access Faculty Activity Report, Curvita and Faculty Details.*

*Provides access to the Faculty Review History.*

*Perform actions upon Faculty requests and reviews.*

Faculty Solicit

TimeTrex

*Allows you to Solicit feedback on a Faculty request from an external person(s).*

*Provides you access to the third party TimeTrex system.*

### Finance:

Budget Reporting

Budget Requests

Finance Requests

*Pull reports on the Financial Budgeting process.*

*Place requests for Budget Increases or Reductions.*

*Initiate actions in the Finance system.*

Financial Reporting

*View overview information for the Ledgers.*

**Dept Accounting:**

Cost Code Edit <i>Create and edit Cost Codes.</i>	Cost Code Tagging <i>Ability to tag Cost Codes onto Transactions..</i>	Soft Encumbrances <i>Enter, edit or remove Soft Encumbrances against available funds in the Finance system.</i>
Journal Transactions <i>View detailed transactions within the Journal system.</i>	Journal Rollup <i>View rolled up information for ledgers within the Journal system.</i>	
Other Reports <i>View additional reports for Finance.</i>	BMS Reports	

**HR:** The Human Resources section is for school and division use only.

Evaluations <i>Access review/evaluation process for employees.</i>	Positions <i>View details of positions within the HR system.</i>	Requests <i>Initiate or act upon HR actions in the Infoporte system.</i>
Employee Views <i>View Employee information for the specified range of individuals or departments.</i>	Reports* <i>Prepackaged group of Reports</i> <b>*InfoPorte Administrators:</b> Submit a help request saying "Grant access to the Reports tab on the HR side for _____ . His/her Onyen is: _____."	

**Home:**

Dashboard	School Info
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**Inbox:**

Calendar Edit <i>Create and edit Calendar entries.</i>	Calendar View <i>Allows you to view Calendar entries.</i>	Request Lock <i>Allows you to employ the Lock capability on Requests. Locking prevents further editing of a Request. Unless Unlocked, it may only be approved or disapproved.</i>
Request Views <i>View Requests in other Inboxes.</i>		

**Legacy:****Cost Codes**

Cost Code Edit	Cost Code Tagging	PID/Cost Codes Edit
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**Employees**

Employee Requests SPA/Non-Faculty Evaluations	Employee Views	PID/Employees Edit
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**Faculty**

CredTracking	Faculty Productivity Pilot	Faculty Report Views
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Faculty Review  
TimeTrex

Faculty Solicit

PID/Faculty Edit

**GL Accounts**

GL Requests

GL Views

**SL Accounts**

Budget Reporting  
PID/Accounts Edit  
SL Views

Budget Requests  
Projections  
Soft Encumbrance Edit

F&A Sharing  
SL Requests

**Settings**

Unit Options

**Settings:**

Content Edit  
System Email  
User Edit  
User Project Edit

Group Edit  
User Core Edit  
User Employee Edit  
User Switching

Route Edit  
User Cost Code Edit  
User Program Edit

**Student:**

Student Views

**Reports/Class**

Class Report

Class Instructor Report

Class Meeting Patterns -TBA  
Report

Instructor Grading Patterns  
Report -View

**Unused**

Class TBA

Dean's Dashboard

**Tools:**

Access Request Reporting & Access Request Tool  
*Use the Request for Access Request Coordinator  
(ARC) - Related Changes form to request access.*

Contract Create  
*Create Contracts under the  
Contract tab.*

Contract Edit  
*Edit existing Contracts.*

Contract Lists  
*View the list of Contracts  
and Contract Details.*

Data Dictionary Edit  
*Edit the Data Dictionary  
through the Data Dictionary  
tab in Infoporte.*

Reserve Carolina Inn  
*Make reservations of  
University facilities within  
the Carolina Inn. Reserve  
Room  
Reserve meeting rooms.*

Reserve IT Equipment  
*Reserve IT equipment.*

Reserve Parking  
*Reserve parking passes.*

Termination Date

Resource Edit  
*Edit reservations resources.*

Source End Date

Visa End Date

**Finance Access Needed (in numerical order; use an additional form if necessary):**

Project	Program	Cost Code

**Employee Access Needed:**


**Authorization:**

Department Head Name:		Title:	
Signature:		Date:	