



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

Create and edit Cost Codes.

Cost Code Tagging

Ability to tag Cost Codes onto Transactions..

Soft Encumbrances

Enter, edit or remove Soft Encumbrances against available funds in the Finance system.

Journal Transactions

View detailed transactions within the Journal system.

Journal Rollup

View rolled up information for ledgers within the Journal system.

Other Reports

View additional reports for Finance.

BMS Reports

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

Evaluations

Access review/evaluation process for employees.

Positions

View details of positions within the HR system.

Requests

Initiate or act upon HR actions in the Infoporte system.

Employee Views

View Employee information for the specified range of individuals or departments.

Reports*

*Prepackaged group of Reports****InfoPorte Administrators:** Submit a help request saying "Grant access to the Reports tab on the HR side for _____ . His/her Onyen is: _____."**Home:**

Dashboard

School Info

Inbox:

Calendar Edit

Create and edit Calendar entries.

Calendar View

Allows you to view Calendar entries.

Request Lock

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.

Request Views

*View Requests in other Inboxes.***Legacy:** *requires special approval and is requested by submitting a help request.**Cost Codes**

Cost Code Edit

Cost Code Tagging

PID/Cost Codes Edit

Employees

Employee Requests

Employee Views

PID/Employees Edit

SPA/Non-Faculty Evaluations

Faculty

CredTracking

Faculty Productivity Pilot

Faculty Report Views

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

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:	