



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:	
---------------	--	------------	--

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: *Use the HR Access Request forms to request access to InfoPorte HR tabs.***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:****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

Faculty Solicit

PID/Faculty Edit

TimeTrex

GL Accounts

GL Requests

GL Views

SL Accounts

Budget Reporting

Budget Requests

F&A Sharing

PID/Accounts Edit

Projections

SL Requests

SL Views

Soft Encumbrance Edit

Settings

Unit Options

Settings:

Content Edit	Group Edit	Route Edit
System Email	User Core Edit	User Cost Code Edit
User Edit	User Employee Edit	User Program Edit
User Project Edit	User Switching	

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 <i>Use the Request for Access Request Coordinator (ARC) - Related Changes form to request access.</i>		Contract Create <i>Create Contracts under the Contract tab.</i>
Contract Edit <i>Edit existing Contracts.</i>	Contract Lists <i>View the list of Contracts and Contract Details.</i>	Data Dictionary Edit <i>Edit the Data Dictionary through the Data Dictionary tab in Infoporte.</i>
Reserve Carolina Inn <i>Make reservations of University facilities within the Carolina Inn. Reserve Room</i> <i>Reserve meeting rooms.</i>	Reserve IT Equipment <i>Reserve IT equipment.</i>	Reserve Parking <i>Reserve parking passes.</i>
Termination Date	Resource Edit <i>Edit reservations resources.</i>	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:	