

REQUEST FOR ENHANCED REPORTING ACCESS FOR FINANCE CAMPUS USERS

MOU leads determine who in their school or division needs to have enhanced reporting access. Staff members who have this access can see information beyond their own department, so this group is kept small to keep information secure.

Information About Person Requesting Enhanced Reporting Access							
Last Name:		First Name:		MI:			
Department Number:		Department/School Name:		Phone:		CB:	
Onyen:		PID:					
Working Title:		Email Address:					
Name of Person Formerly in Position (if applicable):							

Add or Remove Enhanced Reporting Access	
Action Requested and Effective Date <i>(select one)</i>	<input type="checkbox"/> Add Enhanced Reporting Access <input type="checkbox"/> Remove Enhanced Reporting Access <i>effective:</i>

SIGNATURES <i>(Required)</i>			
User Signature:		Date:	
Name of MOU Lead: <i>(please print)</i>		Title:	
Signature of MOU Lead:		Date:	

OFFICE USE ONLY		
Date Received:	Date Approved/Initials:	Date Processed/Initials:

- To receive enhanced reporting access, this form must be signed by the MOU lead (proxy signatures not accepted) and uploaded by the Access Request Coordinator using the Access Request Tool.