



Employee/User Information						
Last Name:		First Name:		MI:		CB:
Onyen:		PID:		Email:		
Department Number:		Department/School Name:		Position's Manager:		
Position Number:		Working Title:		Phone:		
Action Requested Effective Date (Check only one.)						
<input type="checkbox"/> Add New User Effective date:		Modify Existing User: <input type="checkbox"/> Grant Access <input type="checkbox"/> Revoke Access Effective date:				
Access To UNCCH Business Unit and all unrestricted departments is granted automatically. Restricted Department Access (listed below) or Additional Business Unit or Foundation access requires justification in the area below.						
Restricted Department Access Request (Check the restricted departments you require.)						
<input type="checkbox"/> Athletics (270000-279900) <input type="checkbox"/> Chancellor (200000-201398) <input type="checkbox"/> Provost (500000-501002)		<input type="checkbox"/> Workforce Strategy Equity and Engagement (WSEE) (260000-269999) <input type="checkbox"/> Budget Office (280100, 280200, 280300, 280400, 286000, 287000, 288000)				
Justification for restricted department access, additional business unit access, or foundation access:						
Section 1: ConnectCarolina Campus User						
Section 1-A: Campus/Dept Finance (check all functions needed) <a href="#">Read ConnectCarolina Campus Finance Access Role descriptions.</a>						
<input type="checkbox"/> Budget Transfers*		<input type="checkbox"/> Budget Journals*		<input type="checkbox"/> BuyCarolina		<input type="checkbox"/> Campus Vouchers*
<input type="checkbox"/> Creating and Changing Suppliers*		<input type="checkbox"/> Inquiry Roles		<input type="checkbox"/> Journal Entries*		<input type="checkbox"/> Managing Assets*
<input type="checkbox"/> Purchase Requisitions and Receiving*		<input type="checkbox"/> Source Create		<input type="checkbox"/> University Deposits*		
* Training is required for these roles. See the <a href="#">ConnectCarolina Finance Campus Access Roles page</a> for training information. Note: Roles with no required training have optional training available.						
Section 1: ConnectCarolina LIMITED User Access (Requires Special Approval as noted below)						
Section 1-B: ConnectCarolina Enhanced Reporting (Special Access for campus users. MCU Leads determine who in their school or division needs to have enhanced reporting access. <b>MCU Lead signature required.</b> )						
<input type="checkbox"/> Enhanced Reporting Access for Finance – Allows campus users to run queries in the RPT Reporting environment. MCU leads determine who needs to have enhanced reporting access. Staff members with this access can see information beyond their own department, so this group is kept small to keep information secure. Requires approval from the MCU lead (proxy signatures are not accepted).						
Name of MCU Lead:					Title:	
Signature of MCU Lead:					Date:	
Section 1-C: ConnectCarolina Journal Import (Special Access for campus users. Requires pre-approval by Accounting Services.) <b>Only valid for certain Journal Sources with Accounting Services approval.</b>						
<input type="checkbox"/> Journal Import Access – Allows user to import journals via flat file or Spreadsheet This access requires approval of Accounting Services.						
Section 2: Travel-Related						
SECTION 2-A: Travel and Expense Card (T&E Card) <b>Required:</b> Attach a completed <a href="#">T&amp;E Card Application</a> and accountholder agreement form with every T&E Card request. Training must be complete prior to submitting a request and is linked on the <a href="#">Travel &amp; Expense Card page</a> .						
<input type="checkbox"/> T&E Accountholder - Allows for processing of T&E Card Application.						
SECTION 2-B: Concur Travel System User. ( <b>Required:</b> Training on the <a href="#">Concur page</a> .) Note: User access is automatically created for employees and some affiliates, and does not need to be requested. Information and instructions on how to assign delegates and approvers is on the <a href="#">Concur Travel Page</a> .						

Concur Travel System User Describe what access you need:					
<b>SECTION 2-C: Web Travel – Campus (For Student and Guest Travel)</b> <a href="#">Read Campus Web Travel role descriptions</a>					
<input type="checkbox"/> Web Travel User			<input type="checkbox"/> Web Travel FRED Administrator		
See Finance’s <a href="#">Travel Help page</a> for Web Travel manuals, optional online training and more information.					
<b>Section 3: Purchasing Card (P-Card) Access</b>					
<b>SECTION 3: Purchasing Card (P-Card) – Campus.</b> <a href="#">Read Campus P-Card role descriptions.</a> <b>Required:</b> Attach a <a href="#">P-Card Application</a> or <a href="#">WORKS Access Maintenance Form</a> with every P-Card request.					
<input type="checkbox"/> P-Card Account Holder*	<input type="checkbox"/> P-Card Group Approver*	<input type="checkbox"/> P-Card Group Proxy Reconciler*	<input type="checkbox"/> P-Card Group Scoped Auditor		
* <i>Training is required for these roles</i> and must be completed prior to submitting a request. Training is linked on the <a href="#">Purchasing Card page</a> .					
<b>Section 4: Surplus Property Management System (SPMS)</b>					
<b>SECTION 4: Surplus Property Management System</b> <b>Required:</b> Attach the <a href="#">SPMS Registration</a> with every SPMS request.					
<input type="checkbox"/> Administrator	<input type="checkbox"/> Manager	<input type="checkbox"/> User			
<b>Section 5: Customer Billing Management (CBM)</b>					
<b>SECTION 5 Customer Billing Management (CBM)</b> <a href="#">Read Campus CBM role</a> descriptions.					
<input type="checkbox"/> Modify Current Charges	<input type="checkbox"/> View Department Defaults	<input type="checkbox"/> Edit Department Defaults			
<input type="checkbox"/> Transaction File Status	<input type="checkbox"/> Reconciliation				
Journal Source:	Journal Source:	List Department ID/ Ranges:			
<b>Authorized signature required.</b> <b>Authorization signifies that the employee has a business need for the requested access.</b>					
Role of Authorizer: (check one)	<input type="checkbox"/> Dean	<input type="checkbox"/> Department Head	<input type="checkbox"/> Manager/Delegate	<input type="checkbox"/> MCU Lead	<input type="checkbox"/> ARC
Name of Authorizer:				Date:	
Signature of Authorizer:					

Please submit this completed form to your [Access Request Coordinator](#).