

Administrative Systems Access Form

See <http://www.washington.edu/admin/adminsystems> for details

Requesting User	Name (please print): _____
Employee ID#: _____ - _____ - _____	Phone: _____ Box: _____ UW NetID: _____
Department (do not abbreviate): _____	Start Date: _____
Requesting User's Signature: _____	Date: _____

I certify that I, the requesting user, need this access in order to perform my job. Unauthorized use or dissemination of any information is prohibited and doing so will result in appropriate disciplinary action.

Supervisor/Department Contact	Name (please print): _____
Employee ID#: _____ - _____ - _____	Phone: _____ Box: _____ UW NetID: _____
Department (do not abbreviate): _____	
Requesting User's Signature: _____	Date: _____

The supervisor assumes responsibility for notifying UW IT Service Center, Administrative Applications 221-5000 option 5, adminapp@u, Box 359560, immediately if the user leaves the department or his/her job duties no longer require access.

Org Code & Authorizing Signature	Organization code(s): _____
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Please get the Chair/Dean/Director signature before submitting this form.

Signature (Dean, Director, or Chair) Printed Name (Chair/Dean/Director) Department (do not abbreviate) Date

Access Requesting user requires the following access (Check all that apply) Additional signatures may be required

<p>BGT – Budgeting System</p> <p>State & Grant Inquiry Grant Update State Update</p> <p>State update requires Judy Gustafson's signature</p> <p>_____ Judy Gustafson, Budget Office, Box 359455</p>	<p>FIN & PAS – Financial Accounting and Purchasing</p> <p>FIN & PAS inquiry Enter Requisitions Enter & Approve Requisitions</p>	<p>HEPPS</p> <p>Access to HEPPS is approved by the UW Payroll Office. To request access, fill out and submit the following HEPPS Access form to Payroll, Box #359555:</p> <p>http://www.washington.edu/admin/adminsystems</p>
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Additional Requirements:	<p>Send an email request for access to these systems:</p> <p>OPUS, Time Reporting, UW Timesheet or Email Access send to: pronline@uw.edu</p> <p>OWLS send an email to askowls@uw.edu</p> <p>For access to many other systems please contact your unit's ASTRA Authorizer. Don't know your Authorizer, use the self-service lookup button 'Who can authorize me?' found on the ASTRA page here: https://ucs.admin.washington.edu/astra. You will need your budget #, org code # or PUC (PUC only used to lookup HR/Payroll Authorizers).</p>
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This Section is for UW Technology Use Only

Filing Userode

Primary:
Secondary/s:

FIN _____ PAS _____ BGT _____

OTHER:

<p>RT Ticket #: _____</p> <p>Initial Setup: _____</p> <p>TSAT: _____</p> <p>Drivers: _____</p> <p>Assign Token: _____</p> <p>Notify: _____</p>
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Received in UW Technology
