

Applicant Information	<input type="checkbox"/> New User	<input type="checkbox"/> School or Department Transfer	<input type="checkbox"/> Inactivate
*Date		*NetID	
*Name (Last, First MI)		*EMPLID	
*Department		*NU Email	
Title		Work Phone	

* indicates required field

NUFinancials – Data Entry and Inquiry
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OPTIONAL: Model an existing user's access: Name: _____ NetID: _____

- Expense Entry and iBuyNU Shopper
 Budget Journal Entry
 CRT Entry
 CRT Inquiry
 Expense Entry, Procurement, Payment and GL Journals
 Ship To Code required: _____

Sponsored Accts (NUFinancials):
 Post Award Inquiry
 Post Award – AR Inquiry View

Cognos Report Access – Monthly Financial and Supply Chain included (complete Row Level Security on page 2)

- Budget/COA
 Sponsored Program Mgmt
 Salary Access
 Ad Hoc Query Viewer
 Ad Hoc Query Author (training required)
 SES Encumbrance

Approvals (indicate values on page 2)
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Workflow :
 Level 1(\$0-\$1,499)
 Level 2 (\$1,500-\$4,999)
 Level 3 (\$5,000 and up)

Special Approvals:
 Budget Journals
 Project Pre-Approval

NUPlans (budget grouping required)

- Planning Viewer
 Planning Submit
 Planning Approver
 Salary Budgeting
 Forecasting Viewer
 Forecasting Update/Edit
 Forecasting Approver

Budget Grouping or Depts: _____

Additional ESAF Systems Access

Facilities Connect:
 General Requestor – create and inquire

Sponsored Accts (InfoEd):
 Dept Admin (specify Tree Node(s) or Dept(s) below)

- Investigator with Mgmt
 Genius Administrator (No access to setups)
 Cognos: Reporting
 Change Requests

Tree Nodes or Depts: _____

Special Instructions: _____

* REQUIRED SIGNATURES

By submitting this request, the applicant and approvers affirm that they are aware of and will comply with University business guidelines and policies referenced in the Standards for Business Conduct and all other applicable policies. The user also affirms compliance with all NUIT policies. Access may be changed or revoked at any time. Policies are available for review at: <http://www.it.northwestern.edu/policies>.

Applicant Signature: _____ **Date:** _____

Department Head Name (print): _____ **NetID:** _____

Department Head Signature: _____ **Date:** _____

Dean's Office Name (print): _____ **NetID:** _____

Dean's Office Signature: _____ **Date:** _____

Email to: foitsecurity@northwestern.edu or Mail completed originals to: FOIT Security, 555 CLARK #319, Evanston Campus

FOR OFFICE USE ONLY: Date Received:	Date Completed:	Admin:
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Applicant Information

*Name (Last, First MI)	*NetID	
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List the NUFInancials chart string value(s) for Workflow and Row Level Security – **specify the Department Tree Node, Department ID or Project ID on each line** (add a separate list if needed):

WORKFLOW

Department Tree Node	DeptID	Project ID

ROW LEVEL SECURITY

Department Tree Node	DeptID	Project ID

Note: Keep a copy of this list of accounts for your reference. You will need to know which accounts you have access to when you begin using the system.

* Applicant Signature: _____	* Date: _____
* Department Head Signature: _____	* Date: _____
* Dean’s Office Signature: _____	* Date: _____

* indicates required field