



NEW \*  
USER

ADD   
ACCESS

CHANGE   
ACCESS

|                                 |                                     |
|---------------------------------|-------------------------------------|
| Name: [REDACTED]                | Position: [REDACTED]                |
| Employee ID #: [REDACTED]       | Building / Floor / Room: [REDACTED] |
| Department Number: B [REDACTED] | Email: [REDACTED]                   |
| Department Name: [REDACTED]     | Phone #: [REDACTED]                 |

**Access Required**

Financial systems security is department-based, not fund-based. Please list **ALL** Department number(s) for which you require Finance data access (including your own department). Speedtype(s) should only be used for project/grant funds (user must be listed as a project/grant signatory to gain access): [REDACTED]

Reporting Access ONLY: View financial data for Dept. IDs listed above (no processing functions)

Please check each box for all the functions which you will perform in the Finance System:

**BuyWays**

- Shopping: Shopper Access ONLY (No access to submit requisitions)
- Requisitions: Enter View Approve
- Contracts: Request Approve
- Supplier/Vendor: Request

**Summit & PeopleSoft**

- Account Balances: Review reports online
- Financial Transactions: Review reports online
- Review other financial data: Please describe: [REDACTED]

Notes: **CONCUR** access will be automatically assigned by UPST.

\* NEW USER Access requests must be accompanied by a signed:  
[Computing Awareness and Data Security Compliance Statement](#)

|                                 |               |
|---------------------------------|---------------|
| _____<br>Signature of Applicant | _____<br>Date |
|---------------------------------|---------------|

**Approved by (Department Head/Chair or Authorized Department Signatory):**

|                                     |                           |
|-------------------------------------|---------------------------|
| _____<br>Signature                  | _____<br>Date             |
| _____<br>Full Name ( Please Print ) | _____<br>Title / Position |

Please return to: Data Custodian  
Controller's Office  
Quinn, 3rd Floor