

Oracle Financial Applications Access Request Form

Refer to Instructions on Page 2

Complete all boxes

| | | |
|-------------------------|--|---|
| Employee Name | Department Name | Email |
| Oracle User Name | Change User Name Yes No | Modified User Name (if no change type "NA") |

1. Add or End Date Responsibility: (if not on list contact Accounting Operations)

*If you need access to the RIT On-Line Payroll Change Request responsibility contact Payroll Customer Service, ext. [5-4905](tel:54905)

| | | | |
|-----------------------------|------------------|-----------------------------|-----------|
| Responsibility: | | | |
| Add Date: | End Date: | Select One: | to |
| | | Dept# Proj# | |
| Additional Comments: | | | |

| | | | |
|-----------------------------|------------------|-----------------------------|-----------|
| Responsibility: | | | |
| Add Date: | End Date: | Select One: | to |
| | | Dept# Proj# | |
| Additional Comments: | | | |

| | | | |
|-----------------------------|------------------|-----------------------------|-----------|
| Responsibility: | | | |
| Add Date: | End Date: | Select One: | to |
| | | Dept# Proj# | |
| Additional Comments: | | | |

2. Requestor's Signature:

| | |
|---|-------------------------------------|
| AUTHORIZATION: I will comply with the policies of Rochester Institute of Technology's Code of Conduct for Computer and Network Use. I understand that this Code of Conduct also applies to the Oracle Financial Applications. Code of Conduct for Computer Use | |
| Requestor: _____ <small>(Print Name of employee requesting access)</small> | _____ <small>(Signature)</small> |
| Date: _____ | |



3. **Department Head Authorization(s) – if requesting multiple departments, obtain approval for each when different department heads.**

| | |
|--|-------------------------------------|
| Approver: _____ <small>(Print Name of Dept Head or Budget Authority)</small> | _____ <small>(Signature)</small> |
| Date: _____ | Dept # _____ |
| <i>WARNING: access to Payroll Reporting must be approved by the Payroll Department prior to issuance.</i> | |

| | |
|--|-------------------------------------|
| Approver: _____ <small>(Print Name of Dept Head or Budget Authority)</small> | _____ <small>(Signature)</small> |
| Date: _____ | Dept # _____ |
| <i>WARNING: access to Payroll Reporting must be approved by the Payroll Department prior to issuance.</i> | |

4. **Accounting Authorization(s)**

| | |
|--------------------------------------|-------------------------------------|
| _____ <small>(Print Name)</small> | _____ <small>(Signature)</small> |
| Date: _____ | |

Instructions:

Use this form to request access to the Oracle Financial Applications to view general ledger transactions, view and/or run reports, create purchase requisitions, view information in Oracle Assets, and/or create accounts receivable invoices.

Heading – Complete all sections.

Section 1 – Responsibilities: From the drop down menu in Section 1, select the responsibility name and whether to add or end date the responsibility. If a GL or AP reporting & inquiry responsibility is selected, enter the department or project number(s) you want to query. Enter additional comments if the User Name or a responsibility is being modified or end dated. ***If the desired responsibility does not appear in the list, indicate responsibility on the RIT Service Center request comment section when form is submitted.***

Section 2 – Requestor signature: The employee requesting the access must sign as the Requestor, agreeing that he/she will comply with RIT's code of conduct for computer and network.

Section 3 – The Approver(s)' Authorization: Authority follows the Institute's Organization Chart. Approval must be received for each department requested.

Section 4 – For Accounting Operations Use Only

Submit completed form through **RIT Service Center** using the catalog request "Request access to an Oracle Financial Responsibility" and direct questions to **RIT Service Center** or 585-475-5000.