

# Administrative Systems Access Form

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

<b>Requesting User</b>	Name (please print): _____
Employee ID#: _____ - _____ - _____	Phone: _____ Box: _____ UW NetID: _____
Department (do not abbreviate): _____	
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.	

<b>Supervisor/Department Contact</b>	Name (please print): _____
Employee ID#: _____ - _____ - _____	Phone: _____ Box: _____ UW NetID: _____
Department (do not abbreviate): _____	
Requesting Supervisor'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.	

<b>Org Code &amp; Authorizing Signature</b>	Organization code(s): _____		
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><b>BGT – Budgeting System</b></p> <p><input type="checkbox"/> State &amp; Grant Inquiry</p> <p><input type="checkbox"/> Grant Update</p> <p><input type="checkbox"/> State Update</p> <p>State update requires Judy Golisch's signature</p> <p>_____</p> <p>Judy Golisch, Budget Office, Box 359445</p>	<p><b>FIN &amp; PAS – Financial Accounting and Purchasing</b></p> <p><input type="checkbox"/> FIN &amp; PAS inquiry</p> <p><input type="checkbox"/> Enter Requisitions</p> <p><input type="checkbox"/> Enter &amp; Approve Requisitions</p>	<p><b>HEPPS</b></p> <p>Access to HEPPS is approved by the UW Payroll Office. To request access, fill out and submit the HEPPS Access form to Payroll, Box #359555.</p> <p><a href="http://www.washington.edu/itconnect/">http://www.washington.edu/itconnect/</a> Search for "HEPPS Form".</p>
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<p><b>Additional Requirements:</b></p>	<p>For questions about OPUS, Time Reporting, UW Timesheet or Email Access send email to: <a href="mailto:pronline@uw.edu">pronline@uw.edu</a> For questions with OWLS send an email to <a href="mailto:askowls@uw.edu">askowls@uw.edu</a></p> <p>For Access to many other systems please contact your unit's ASTRA Authorizers. Don't know Your Authorizer, use the self-service lookup button "Who can authorize me?" found on the ASTRA page here: <a href="https://ucs.admin.washington.edu/astra">https://ucs.admin.washington.edu/astra</a>. You will need to know your budget #, org code, or PUC (PUC only used to lookup HR/Payroll Authorizers).</p>
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<p><b>This Section is for UW Technology Use Only</b></p>
<p><b>Filing Usercode</b></p>
<p><b>Primary:</b> _____</p> <p><b>Secondary/s:</b> _____</p> <p><b>FIN</b> _____ <b>PAS</b> _____ <b>BGT</b> _____</p> <p><b>OTHER:</b> _____</p>
<p>RT Ticket #: _____</p> <p>Initial Setup: _____</p> <p>TSAT: _____</p> <p>Drivers: _____</p> <p>Assign Token: _____</p> <p>Notify: _____</p>
<p>Received in UW Technology</p>