

Instructions

Applicant or Proxy

1. Complete section A (**required fields are marked with ***) and indicate Request Type
2. Indicate an existing user to mirror OR select (or click) individual options in sections B–H (pgs. 2 - 8)
** Please note that this option will copy the other user's access exactly for items in each section. Any existing access will be replaced with this new security.*
3. Print a hard copy with applicant name, have applicant sign and date the Required Approvals section (pg. 8)
4. Route completed form to applicant's department head for signatures.

Security Approvers

1. Review requested access
2. Print your name, sign and date the appropriate area in the Required Approvals section (pg. 8)
3. Enter an 'X' in the Request Approved or Request Denied box
4. Route the form to the approver for the next area where access has been requested. If no additional approval is required, route the form to:

FOIT Security
Financial Operations IT
555 Clark #319
Evanston Campus
 FAX: 847-467-3070

You can also scan and email to: foitsecurity@northwestern.edu

SECTION A

*Date	
*NetID	
*Name (Last, First MI)	
*HRIS EMPLID	
*NU Email	
*Department	
Title	
Work Phone	

REQUEST TYPE (Check all that apply)

To **add** a user, select the appropriate box(es) below, then complete section(s) B–H.

To **inactivate** a user, select the appropriate box(es) below, sign, and forward form to foitsecurity@northwestern.edu.

To **modify** access, select box(es) below, then select add/delete as appropriate in section(s) B–H.

General Access (Section B)	<input type="checkbox"/> ADD	<input type="checkbox"/> INACTIVATE	<input type="checkbox"/> MODIFY
Workflow (Section C)	<input type="checkbox"/> ADD	<input type="checkbox"/> INACTIVATE	<input type="checkbox"/> MODIFY
Row Level Security (Section D)	<input type="checkbox"/> ADD	<input type="checkbox"/> INACTIVATE	<input type="checkbox"/> MODIFY
Facilities (Section E)	<input type="checkbox"/> ADD	<input type="checkbox"/> INACTIVATE	<input type="checkbox"/> MODIFY
Grants Management (Section F)	<input type="checkbox"/> ADD	<input type="checkbox"/> INACTIVATE	<input type="checkbox"/> MODIFY
NUPlans (Section G)	<input type="checkbox"/> ADD	<input type="checkbox"/> INACTIVATE	<input type="checkbox"/> MODIFY
Supplier Contract Management (Section H)	<input type="checkbox"/> ADD	<input type="checkbox"/> INACTIVATE	<input type="checkbox"/> MODIFY

Is this a School or Department transfer? Yes No

Please note: All previous ESAF Security Access is removed for an employee transfer.

SECTION B: GENERAL ACCESS

MODEL GENERAL ACCESS AFTER EXISTING USER (optional)

Print Name:

NetID:

If NOT mirroring another user, enter an 'X' in the box to the left of each appropriate access option in sections B–F.

A D D	D E L		
COGNOS REPORTING Generate and view reports in the folders indicated below. (Complete Row Level Security pg. 3)			
<input type="checkbox"/>	<input type="checkbox"/>	Monthly Financial	Budget statements, revenue and expense activity and financial reports SCH_MONTH_FINC
<input type="checkbox"/>	<input type="checkbox"/>	Budget/COA	Capital project, budget detail, chart field mapping and job cost reports SCH_BUDGET
<input type="checkbox"/>	<input type="checkbox"/>	Sponsored Programs Management	Financial and management reports for sponsored projects SCH_SPO_PRGS_MNGT
<input type="checkbox"/>	<input type="checkbox"/>	Supply Chain	Vendor and Procurement Tracking Reports (Encumbrances, Delivery, Change Order History) SCH_SUPPLY_CHAIN
<input type="checkbox"/>	<input type="checkbox"/>	SES Tuition Encumbrance	SES tuition encumbrance details. FFRA_SES_ENCUMBRANCE
<input type="checkbox"/>	<input type="checkbox"/>	Ad Hoc Query Runner	Ability to run reports created by Ad Hoc Query Authors CAFE_NU_COGNOS_AD_HOC_VIEWERS
<input type="checkbox"/>	<input type="checkbox"/>	Ad Hoc Query Author (Training Required)	Access to Query Studio to create, build, and save reports CAFE_NU_COGNOS_AD_HOC_AUTHORS <i>NOTE: Ad Hoc Query Author automatically includes Ad Hoc Query Runner</i>
TRAVEL AND EXPENSE ACCESS			
<input type="checkbox"/>	<input type="checkbox"/>	Expense Entry	Enter expense reports, advances, and travel authorizations for yourself or for other individuals for whom you have proxy access. Does not enable a user to modify their expense report proxy list. PG-EX-Employee
<input type="checkbox"/>	<input type="checkbox"/>	Expense Inquiry	View expense reports, advances, and travel authorizations. PG-EX-Inquiry
<input type="checkbox"/>	<input type="checkbox"/>	Expense Proxy	Maintain a list of users for whom a user with the Expense Entry role can enter data on behalf of. Can modify any user's proxy list. PG-EX-Proxy
PROCUREMENT ACCESS			
<input type="checkbox"/>	<input type="checkbox"/>	Shopper <i>Choose EITHER Shopper or Requester</i>	Access iBuyNU but cannot create requisitions in NUFinancials. Used to define iBuyNU users. Requires valid HRIS Employee ID (emplid). PG-PV-Shopper
<input type="checkbox"/>	<input type="checkbox"/>	Requester <i>Choose EITHER Shopper or Requester</i>	Create and view requisitions for any chart string. "Punch out" to iBuyNU via NUFinancials. "Create Requisitions" menu to create new orders and pick up carts assigned to you by Shoppers. Modify and receive your own orders. View and print purchase orders. PG-PV-Requester & PG-PV-Dept Buyer Ship to code required: Find Ship To Codes (.pdf) NOTE: Requester role automatically includes Receiver role.
<input type="checkbox"/>	<input type="checkbox"/>	Payment Request	Create and edit Payment Requests, Visitor Expense Reports and Contracted Services Forms. PG-AP-Payment-Request
<input type="checkbox"/>	<input type="checkbox"/>	Vendor Code Request	This role grants new User access to NUFinancials in order to create a Vendor Request and to review/edit saved and submitted Vendor Request. This role will initially be given to all Users who have the NU-PV-Requester and/or NU-AP-Online Voucher role. PG-AP-Vendor-Request
<input type="checkbox"/>	<input type="checkbox"/>	eProcurement Inquiry	Inquire on the status of orders in NUFinancials via eProcurement pages. PG-PV-Inquiry ePro
<input type="checkbox"/>	<input type="checkbox"/>	Procurement Inquiry	Inquire on the status of orders in NUFinancials via Purchasing pages. PG-PV-Inquiry Pro
<input type="checkbox"/>	<input type="checkbox"/>	Accounts Payable Inquiry	View voucher data, basic vendor data (not FEIN/SSN), and payment history. PG-AP-Inquiry
GENERAL LEDGER ACCESS			
<input type="checkbox"/>	<input type="checkbox"/>	Budget Journal Entry	Create revenue and expense budget adjustment entries via the budget journal portal (journals cannot cross fund groups). PG-GL-Budget Journal Entry
<input type="checkbox"/>	<input type="checkbox"/>	Journal Entry	Create revenue and expense GL adjustment entries via the actuals journal portal. Also permits access to GL inquiry pages. PG-GL-Journal Entry
<input type="checkbox"/>	<input type="checkbox"/>	Cash Receipt Entry	Enter and inquire on cash receipt transaction entries. PG-GL-Department CRT Entry
<input type="checkbox"/>	<input type="checkbox"/>	Cash Receipt Inquiry	View-only access to cash receipt transaction entry pages. PG-GL-Department CRT Inquiry
<input type="checkbox"/>	<input type="checkbox"/>	Budget Inquiry	Commitment Control. Grants access to a series of online inquiry pages that can be used to check budget status in real time. Complete Row Level Security (pg. 3). PG-GL-KK Inquiry
<input type="checkbox"/>	<input type="checkbox"/>	Asset Management View Only	View capital assets as well as the relevant financial information (cost, location, useful life and accumulated depreciation). PG-NU-AM ViewOnly
<input type="checkbox"/>	<input type="checkbox"/>	ChartField Manager Entry	Access to enter and update managers, reviewers and attributes for ChartField values. Note: entering or updating ChartField managers automatically grants row level security to managers assigned to a ChartField. PG-GL-CF Managers Entry
<input type="checkbox"/>	<input type="checkbox"/>	ChartField Values View Only	View ChartField values including Project ID, Department ID, Account, CF1, Fund, and related attributes. PG-GL-Chartfield View Only

SECTION C: WORKFLOW

MODEL WORKFLOW ACCESS AFTER EXISTING USER (optional)

Print Name:

NetID:

Workflow approval provides the ability to approve expense reports, requisitions, payment requests and journals for the specified department or project. Budget Approval provides the ability to approve budget journals of any amount for the specified department.

You may specify a tree node to grant approval for multiple departments. The Department Tree Mapping reference document defines the available tree nodes and underlying departments.

Specifying a Dept Approval Level or Project Pre-Approval grants Expense Approval, Requisition & PO Approval, Payment Requests and Journal Approval roles.

Specifying Dept Budget Approval grants the Budget Journal Approval role.

Specifying Chartfield Request Approver grants the Field Request Approval role.

Specify Departments and/or Department Tree Nodes

Dept Approval, Level 1 (\$0-\$1,499) Add Remove

Dept Approval, Level 2 (\$1,500-\$4,999) Add Remove

Dept Approval, Level 3 (\$5,000 and up) Add Remove

Dept Budget Approval Add Remove

Projects

Project Pre-Approval Add Remove

Add Remove

Specify Departments, Department Tree Nodes and/or DeptID Range

Chartfield Request Approver Add Remove

SECTION D: ROW LEVEL SECURITY (RLS)

MODEL RLS ACCESS AFTER EXISTING USER (optional)

Print Name:

NetID:

Row Level Security indicates the data that you will be able to view online and in reports. General ledger, Budget ledger, and Grants information are limited by your row level security access.

You may specify a tree node to grant access for multiple departments. The Department Tree Mapping reference document defines the available tree nodes and underlying departments.

Only indicate project access for projects that are not owned by the departments that you have listed below. Department access automatically grants access to all projects owned by those departments. The Dean's Office that owns any projects specified will be contacted for approval prior to granting access.

Specify Departments or Department Tree Nodes Add Remove

Add Remove

Add Remove

Specify Projects Add Remove

Add Remove

Add Remove

SALARY ACCESS

Provides the ability to view payroll detail by employee for all departments and projects where row level security has been indicated. CAFÉ_HRIS_SALARY

Note: Additional HR Approval is required before access is granted.

Add Remove

SECTION E: FACILITIES ACCESS (PLEASE CHOOSE ONLY ONE ROLE)

- Roles with Asterisk (*) includes Facilities Connect Service Request Workflow Approval –if Workflow is needed, please fill out Workflow section below with appropriate Departments or Tree Nodes

Model Facilities Connect Access after Existing User

Print Name:

NetID:

A D D	D E L	FACILITIES CONNECT ROLES – SPACE MODULE
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- | | |
|--|--|
| <input type="checkbox"/> <input type="checkbox"/> Read Only*

<input type="checkbox"/> <input type="checkbox"/> Department Data Steward*

<input type="checkbox"/> <input type="checkbox"/> Department Data Administrator* | <p>View only access to space information</p> <p>Edit and verify space information details, approve department assignment change requests and review the Space Validation process
*Specify NUFinancials DeptID(s) in Department Data Administrator/Steward section below.</p> <p>Edit and verify space information details, complete the yearly Space Validation process
* Specify NUFinancials DeptID(s) in Department Data Administrator/Steward section below.</p> |
|--|--|

*Department Data Administrator/Steward – specify DeptID(s); attach a separate list if needed

Specify Departments	<input type="checkbox"/> Add <input type="checkbox"/> Remove
	<input type="checkbox"/> Add <input type="checkbox"/> Remove
	<input type="checkbox"/> Add <input type="checkbox"/> Remove

A D D	D E L	FACILITIES CONNECT ROLES – OPERATIONS AND MAINTENANCE, CAPITAL PROJECTS MODULES
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- | | |
|---|---|
| <input type="checkbox"/> <input type="checkbox"/> O&M – General Requestor

<input type="checkbox"/> <input type="checkbox"/> O&M – General Requestor – Approver*

<input type="checkbox"/> <input type="checkbox"/> O&M - Department Financial Administrator* | <p>Create and inquire on Facilities Service Requests (All Users Have this Role by Default; Only choose if removing another Role from a user and adding no others.)</p> <p>Create and inquire on Facilities Service Requests and are able to approve Facilities requests against designated Chart Strings</p> <p>View all service requests, work tasks and associated financial information. View capital project information for assigned projects.</p> |
|---|---|

WORKFLOW (PROVIDES ACCESS TO APPROVE FACILITIES CONNECT SERVICE REQUESTS)

Model Facilities Connect Access after Existing User:

Print Name:

NetID:

Specify NUFinancials Departments or Department Tree Nodes (for more than 3, please provide on separate sheet)	<input type="checkbox"/> Add <input type="checkbox"/> Remove
	<input type="checkbox"/> Add <input type="checkbox"/> Remove
	<input type="checkbox"/> Add <input type="checkbox"/> Remove

SECTION F: GRANTS DEPARTMENT ROLES

MODEL GRANTS DEPARTMENT ROLES AFTER EXISTING USER (optional)

Print Name:

NetID:

Office for Sponsored Research (OSR) data contains confidential information. The technical, programmatic, and budgetary details of an individual proposal are confidential and the contents of a proposal may not be disclosed without the prior written approval of the proposal's PI. Any authorized university user may otherwise access proposal data elements such as the proposal title, amount requested, and period of performance without obtaining the PI's approval. Aggregate proposal data may be reported in accordance with the restrictions set forth in the remainder of this Agreement. Researcher social security numbers and employee IDs are confidential and may only be disclosed to units who are administering the proposal or award.

By signing this request you agree to the following provisions. You will not provide others with unlimited access to OSR data without prior approval of OSR. You will not seek personal benefit or permit others to benefit personally from information contained in any OSR dataset. You will not divulge the contents of any record or report to any person except in the conduct of your work assignment and in accordance with University and departmental policies. You acknowledge OSR as the data collection source when making any permitted disclosures of OSR data. You understand that OSR provides all data without warranty. You are obligated to inform OSR of any problems detected in the OSR data as soon as possible. You will not include or cause to be included in any record or report a false, inaccurate, or misleading entry. You will not divulge IDs or passwords to anyone.

InfoEd General Access

Department Proposal Creator	<input type="checkbox"/> Add <input type="checkbox"/> Remove	Research Portal and Effort Access	<input type="checkbox"/> Add <input type="checkbox"/> Remove
Department, School, Central Administrator (View Only)	<input type="checkbox"/> Add <input type="checkbox"/> Remove	Genius Administrator (No access to setups)	<input type="checkbox"/> Add <input type="checkbox"/> Remove
Investigator with Mgmt	<input type="checkbox"/> Add <input type="checkbox"/> Remove		

InfoEd Report Access

COGNOS: Report User (CAFÉ_IE_RESEARCH_FACULTY)	<input type="checkbox"/> Add <input type="checkbox"/> Remove	COGNOS: Query Studio	<input type="checkbox"/> Add <input type="checkbox"/> Remove
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You may specify a tree node to grant access for multiple departments.

Specify Departments or Department Tree Nodes	<input type="checkbox"/> Add <input type="checkbox"/> Remove
	<input type="checkbox"/> Add <input type="checkbox"/> Remove
	<input type="checkbox"/> Add <input type="checkbox"/> Remove

Financials Access (Post-Award)

Post Award Inquiry	<input type="checkbox"/> Add <input type="checkbox"/> Remove	Inquiry into profile data for award, project, activity, and contract. Inquiry into billing and information. Inquiry to professionals, sponsors, institution, departments, and sub-recipients configuration subject to row-level security . PG-GM-Grants_Basic View
Post Award-AR Inquiry View	<input type="checkbox"/> Add <input type="checkbox"/> Remove	Inquiry into Accounts Receivable (AR) data for sponsored projects. PG-GM-Grants_AR_View

SECTION G: NUPlans

MODEL NUPLANS ROLES AFTER EXISTING USER (optional)

Print Name:

NetID:

NUPlans is specialized budget and planning software that connects with NUFinancials. Northwestern has two NUPlans systems, Annual Budgeting and Forecasting. NUPlans Annual Budgeting is used between April and July to prepare operating budgets for the upcoming fiscal year. NUPlans Forecasting is used throughout the year to develop fiscal-year based forecasts. It provides support for multi-level forecasting at the account, chart string, and/or all-funds levels.

NUPlans Budgeting Roles

Prep File	<input type="checkbox"/> Add <input type="checkbox"/> Remove	General	<input type="checkbox"/> Add <input type="checkbox"/> Remove	Planner	<input type="checkbox"/> Add <input type="checkbox"/> Remove	Grants	<input type="checkbox"/> Add <input type="checkbox"/> Remove
Commitments	<input type="checkbox"/> Add <input type="checkbox"/> Remove	Reports	<input type="checkbox"/> Add <input type="checkbox"/> Remove	Create Version 2	<input type="checkbox"/> Add <input type="checkbox"/> Remove	Create Version 3	<input type="checkbox"/> Add <input type="checkbox"/> Remove
Salary	<input type="checkbox"/> Add <input type="checkbox"/> Remove	Salary - Confidential	<input type="checkbox"/> Add <input type="checkbox"/> Remove				

NUPlans Budgeting Data Access

Budget Grouping	Access (Edit, Submit, View)	Department	Project	Excluded Project Flag	Salary Account Access

NUPlans Forecasting Roles

Prep File	<input type="checkbox"/> Add <input type="checkbox"/> Remove	Forecast	<input type="checkbox"/> Add <input type="checkbox"/> Remove	Grants	<input type="checkbox"/> Add <input type="checkbox"/> Remove	Tuition	<input type="checkbox"/> Add <input type="checkbox"/> Remove
Reports	<input type="checkbox"/> Add <input type="checkbox"/> Remove	Salary	<input type="checkbox"/> Add <input type="checkbox"/> Remove	Commitments	<input type="checkbox"/> Add <input type="checkbox"/> Remove		

NUPlans Forecasting Data Access

Budget Grouping	Access (Read or Write)	Department	Project	Excluded Project Flag

SECTION H: SUPPLIER CONTRACT MANAGEMENT ACCESS

Model Procurement Access after Existing User

Print Name: _____ **NetID:** _____

A D D	D E L		
<input type="checkbox"/>	<input type="checkbox"/>	Contract Administrator	Allows a user to author and import documents into the system, route documents for signing, update contract statuses in the system. PG-CS-Contract-Admin
<input type="checkbox"/>	<input type="checkbox"/>	Contract Agreements	Allows a Contract Administrator to update contract agreements such as service level or internal agreements. PG-CS-Contract Agreements
<input type="checkbox"/>	<input type="checkbox"/>	Contract Collaborator	Allows a user to view and edit a document based on the preference selections made by the Contract Administrator who includes them in their collaboration. PG-CS Collaborator
<input type="checkbox"/>	<input type="checkbox"/>	Contract Inquiry	Allows a user to view delivered Supplier Contract reports and queries. PG-CS-Inquiry
<input type="checkbox"/>	<input type="checkbox"/>	Contract Librarian	Allows a user at the Unit or School level to build and maintain contract templates using approved clauses for use by the rest of the Northwestern Community. PG-CS-Librarian SCH

REQUIRED APPROVALS

Financial system users at all levels of the organization are charged with responsibility for ensuring that prescribed guidelines and policies are followed when conducting business at the University. The policies outlined in Standards for Business Conduct include confidentiality of University financial data, proper accounting and use of University assets, in addition to policies on purchasing, travel and entertainment, and other business activities. See: <http://policies.northwestern.edu/docs/StandardsforBusinessConduct.pdf>.

By submitting this request, the user and department head 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. NUIT policies are available for review at <http://www.it.northwestern.edu/policies>.

Dean's office signature authorizes all access including cross department security.

REQUIRED APPROVALS

Applicant

Print Name:

Email:

Signature:

Date:

Applicant's Department Head

Print Name:

NetID:

Request Approved

Email:

Request Denied

Signature:

Date:

By signing this form, the Dean's Office authorizes *all* access indicated on the request form. If you are authorizing access to departments or projects that are controlled by other Deans' offices, please validate requests with those entities before authorizing access with your signature.

Dean's Office

Print Name:

NetID:

Request Approved

Email:

Request Denied

Signature:

Date:

FOIT Security Processing

Date Received:

Date Completed:

Completed By:

BI Security Processing

JIRA Cognos Groups

Date Submitted:

Date Completed:

JIRA Salary

Date Submitted:

Date Completed:

CUFS Access

Date Submitted:

Date Completed:

Grants Security Processing

Department Head

Date Submitted:

Date Completed:

RLS Removal

Date Submitted:

Date Completed: