



# Howard University End User Access Request Form (Financial Users)

(Please **print** or **type** entries, except required signature. This form will not be processed unless all sections are completed.)

### Identification

Applicant Status:  Faculty  Staff/Administrator  Non-University\_\_\_\_\_

Last Name \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_ Employee ID # \_\_\_\_\_  
(Please Print)

Position/Job Title \_\_\_\_\_ Department/College \_\_\_\_\_

Location/Bldg \_\_\_\_\_ Room# \_\_\_\_\_ HU Email ID: \_\_\_\_\_ @howard.edu

Telephone No.: \_\_\_\_\_ Facsimile No.: \_\_\_\_\_

### Reason for Action

Please Describe

### Security Access Roles (Requisition)

HU\_BUDGET\_INQUIRY\_USER: Access to view budget

HU\_ONLINE\_REQ\_USER: Create/Update requisitions only

HU\_ONLINE\_REQ\_APPROVER: Process and Approve requisitions

**Approval Level:** Level 0 = Enter Only, Level 1 = Unlimited, Level 2 = \$5,001 to \$50,000, Level 3 = \$.01 to \$5,000

| <u>Department</u> | <u>Level</u> | <u>Project</u>    | <u>Level</u> |
|-------------------|--------------|-------------------|--------------|
| Example: 3011000  | 1            | Example: R2003458 | 2            |
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### Approval/Authorization

Upon approval of your request you will receive a username and password. Both are required to access Howard University PeopleSoft System. The username and password assigned to you are for your use only. It is your responsibility to ensure that your password is not revealed. Use of your password by someone other than you or use of another individual's username is a violation of security policy. All users in violation of this policy will have their access invalidated.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean/Administrative Officer Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date: \_\_\_\_\_  
(Principal Investigator if Grant related)

### Howard University Security Authorization

Approved  Rejected

Rejected Reason \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please fax completed form to: Systems Administration – 202-806-4610**