

ESAF Systems General Security Access Form

Instruction: Any existing access will be replaced with this new security.

- Print a hard copy with applicant name, have applicant sign and date the Required Approvals section (pg. 8)
- Route completed form to applicant's department head for signatures.

Security Approver

- Print your name, sign and date the appropriate area in the Required Approvals section (pg. 8)
- Enter an 'X' in the Request Approved or Request Denied box
- 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:
foitsecurity@northwestern.edu

REQUEST TYPE (Check all that apply)

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

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

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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	GENERAL ACCESS
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<input type="checkbox"/>	<input type="checkbox"/>	Employee Self Service	Basic user inquiry access provisioned to every Northwestern Employee. Overview of access available at Role Descriptions webpage. <ul style="list-style-type: none">- No Workflow Approval- Can self-certify Expense Reports
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<input type="checkbox"/>	<input type="checkbox"/>	School/Department Staff	Inquiry access for purchasing, accounts payable, and accounts receivable, in addition to basic user inquiry access. Overview of access available at Role Descriptions webpage. <ul style="list-style-type: none">- Optional: Workflow Approval – complete Workflow Approval Access on page 3- Reporting: To view Cognos Reports – complete ChartField Security Access on page 2
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<input type="checkbox"/>	<input type="checkbox"/>	Salary Access	Access to drilldown into GL008 Cognos Report – allow processing time for HR approval <ul style="list-style-type: none">- Requires HRS101 Training- Access applies to all assigned ChartField values. Complete ChartField Security Access on page 3.
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SECTION E: FACILITIES ACCESS (PLEASE CHOOSE ONLY ONE ROLE)

x 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

- Read Only* View only access to space information
- Edit and verify space information details, approve department assignment change requests and review the Space Validation process
- 7 K H E B I Q Q E H R Q H S D U W P D H Q W H Z D U S C L H W V F B R B O P W L M V D S S U K L W H U R O M V L J Q P H Q M W R E S O H W U W R D F L O L W L H V F R Q Q H F W # C R U J W K Z H V D S S U R S U L O W E H Q G W Q 2 , 7Specify NUFinancials DeptID(s) in Department Data Administrator/Steward section below.
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*Department Data Administrator/Steward

- O&M – General Requestor 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.)
- O&M – General Requestor – Approver* Create and inquire on Facilities Service Requests and are able to approve Facilities requests against designated Chart Strings
- O&M - Department Financial Administrator* View all service requests, work tasks and associated financial information. View capital project information for assigned projects.

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

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REQUIRED APPROVALS

Financial system users at all levels of the organization are charged with responsibility for q.16 1.r.33e