Planning - Access Request Form

Part 1. Identification Information (please type or print)

This is a request for:  _________New Access _______Delete Access _________Change Access

Full Name (include middle initial): ___________________________________________________________________________________

School/Responsibility Center _____________________________________________________________________________________

University phone#: _____________________________________   Department: ___________________________________________

E-mail address: _____________________________________________________________________________________________________

Intramural address: _________________________________________________________________Mailcode____________________

Penn ID#: ________________________________________________________ PennKey: ______________________________________

I understand that this gives me access to administrative computing resources for my exclusive use and support of my work as an employee of or contractor to the University of Pennsylvania. I understand that this access is controlled by my password. I take responsibility for changing my password on a regular basis and for maintaining the secrecy of my password. I understand that I am responsible for anything done on administrative computing resources with my login ID. I take responsibility for maintaining the confidentiality of University information.

Required Signatures:

Requestor: ____________________________________________________________________________________Date: ____/____/_____

Supervisor: ______________________________________________________________________________________Date: ____/____/____

Training Verification: _________________________________________________________________________ Date: ____/____/____

School/Center Access Administrator: _______________________________________________________ Date: ____/_____/____

Budget Office:  _______________________________________________________________________________ Date: ____/_____/____

Part 2. Requested Access

____ New Access      ____ Update to Current Access     ____ Remove Previous Access & Implement New Access

Role :   ___  Planner         (Can perform data entry on forms; launch financial reports and business rules)
(Select)   ___  View Only     (Can only view data on forms and launch financial reports)
       ___  Power User   (High-level access to forms/reports; by special permission from Budget Office)

Specify Org(s) or Org Parent(s) ___________________________________________________________________________________

Salary Access by Employee:   Yes ________    No_________

Send completed forms to:

Planning Access Request
Office of Budget and Management Analysis
710 Franklin Building
3451 Walnut Street
Philadelphia, PA 19104-6205

Forms Are Available at: http://www.budget.upenn.edu/dlDocs/forms/planning_access_form.pdf