

## HARVARD FINANCIAL SYSTEMS SEAS ACCESS REQUEST FORM

Includes HCOM, Supplier Portal, FedEx, Concur, GMAS, PI Dashboard, General Ledger, and HART

Requestor Name: \_\_\_\_\_

Dept: \_\_\_\_\_

New User Name: \_\_\_\_\_

HUID: \_\_\_\_\_

### ☐ HCOM

ROPBA training certificate required ([LINK](#)). Email the certificate along with this form.

Complete Shopper OR Approver

☐ Shopper

Provide next approver's HUID \_\_\_\_\_

Provide 33 digit default coding \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

OR

☐ Approver

Provide next approver's HUID \_\_\_\_\_

Provide 33 digit default coding \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Provide Org(s) for approval \_\_\_\_\_

Indicate approval dollar amount \_\_\_\_\_

### ☐ Supplier Portal

☐ FedEx Org(s): \_\_\_\_\_

☐ Concur Expense Approver: ☐ Add ☐ Remove

### ☐ GMAS

Indicate the type of access

1. Standing Team

☐ Tub 325 Observer ☐ Tub 325 Dept Admin

☐ Org 28711 ☐ Org 28721 ☐ Org 28731 ☐ Org 28741 ☐ Org 28751 ☐ Org 28761 ☐ Org 28771

2. Indicate the action memos the user should receive

☐ None

☐ If Tub 325 Dept Admin is checked, Org(s) \_\_\_\_\_

☐ If one of the area orgs is checked, Root(s) \_\_\_\_\_

### ☐ PI Dashboard

Please select one or more of the following access parameters

☐ Org(s) \_\_\_\_\_

☐ Fund(s) \_\_\_\_\_

☐ Root(s) \_\_\_\_\_

☐ Full Account String: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

☐ General Ledger (ADIs) Org(s): \_\_\_\_\_

\_\_\_ HART

HART tools training certificate required ([LINK](#)). Email the certificate along with this form.

HART Dashboards

- \_\_\_ Procure to Pay
- \_\_\_ Grants Management – GMAS access required
- \_\_\_ Travel and Expense Org(s): \_\_\_\_\_
- \_\_\_ Other \_\_\_\_\_

HART Financial Dashboards

1. Pick Content Role

- \_\_\_ Finance General – *Summary level compensation*
- \_\_\_ Finance – Detailed Compensation – *All salary*
- \_\_\_ Finance – Limited Compensation – *Temps, students and post-doc salary*

2. Choose one HART-Segment Role and Specify Value(s)

Select one of the following and fill in ranges, single or multiple values

- \_\_\_ Tub \_\_\_\_\_
- \_\_\_ Org(s) \_\_\_\_\_
- \_\_\_ Fund(s) \_\_\_\_\_
- \_\_\_ Activity(s) \_\_\_\_\_
- \_\_\_ Root(s) \_\_\_\_\_
- \_\_\_ Org+Activity \_\_\_\_\_
- \_\_\_ Org+Fund \_\_\_\_\_
- \_\_\_ Org+Root \_\_\_\_\_
- \_\_\_ Fund+Root \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please e-mail the completed form to [lking@seas.harvard.edu](mailto:lking@seas.harvard.edu), [dlosada@seas.harvard.edu](mailto:dlosada@seas.harvard.edu) and [cummings@seas.harvard.edu](mailto:cummings@seas.harvard.edu)