

HARVARD FINANCIAL SYSTEMS SEAS ACCESS REQUEST FORM

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

Manager Name: _____ Dept: _____
New User Name: _____ HUID: _____
New User E-mail: _____

___ HCOM

ROPPA 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 name & 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: _____

Manager Signature: _____

Please e-mail the completed form to lking@seas.harvard.edu, dlosada@seas.harvard.edu and cummings@seas.harvard.edu