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 $0

☐ **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