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 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:_____