



Howard University End User Access Request Form (Financial Users)

(Please **print** or **type** entries, except required signature. This form will not be processed unless all sections are completed.)

Identification

Applicant Status: Faculty Staff/Administrator Non-University_____

Last Name _____ First _____ MI _____ Employee ID # _____
(Please Print)

Position/Job Title _____ Department/College _____

Location/Bldg _____ Room# _____ HU Email ID: _____ @howard.edu

Telephone No.: _____ Facsimile No.: _____

Reason for Action

Please Describe

Security Access Roles (Requisition)

HU_BUDGET_INQUIRY_USER: Access to view budget

HU_ONLINE_REQ_USER: Create/Update requisitions only

HU_ONLINE_REQ_APPROVER: Process and Approve requisitions

Approval Level: Level 0 = Enter Only, Level 1 = Unlimited, Level 2 = \$5,001 to \$50,000, Level 3 = \$.01 to \$5,000

Department	Level	Project	Level
Example: 3011000	1	Example: R2003458	2

Approval/Authorization

Upon approval of your request you will receive a username and password. Both are required to access Howard University PeopleSoft System. The username and password assigned to you are for your use only. It is your responsibility to ensure that your password is not revealed. Use of your password by someone other than you or use of another individual's username is a violation of security policy. All users in violation of this policy will have their access invalidated.

Applicant Signature _____ Date _____

Dean/Administrative Officer Signature _____ Print Name _____ Date: _____
(Principal Investigator if Grant related)

Howard University Security Authorization

Approved Rejected

Rejected Reason _____

Signature _____ Date _____

Please fax completed form to: Systems Administration – 202-806-4610