The University of Georgia

Request for Access to the **FINANCIAL ACCOUNTING SYSTEM**

Clear Form

Send completed request to:
Chad Cleveland, Data Custodian
Accounting Department
323 Business Services Building, Campus 4213

Print Form

For Access Services Use Only

New UserID Assigned: _____

UserID and Password

A request should be completed for each person needing access. A newly created User ID is given an expired password which should be changed during the first logon. Passwords for existing User IDs are not affected by the process. The passwords are unique for each individual and cannot be used by other than the owner of the password.

Individual for whom access is being requested

First Name M.I. Last Name _____ Last 4 digits of SSN _____ Home Department Number _____

IMS User ID (if already assigned) _____ Phone Number _____ Preferred Email Address _____

List the 12-digit UGA account number(s) for which access is requested. Attach a separate sheet if more space is needed. Terminology such as "All Accounts in Dept. 999" is acceptable.

_____ _____ _____

_____ _____ _____

For you to print the Account Status Report we must know your printer node name, or in the case of TCP/IP, the

_____

Department Head or Other Approval _____ Date _____

For Data Custodian Use Only

Data Custodian Approval _____ Date _____

Add _____ Pe _____ Mfc3 _____ Nat _____ N10 _____ Prt _____