



**FINANCIAL SYSTEMS  
SECURITY ACCESS REQUEST**

DELETE ALL \_\_\_\_\_

DELETE SELECTED ITEMS \_\_\_\_\_

(For New or Changes, use [Acct Form 4](#))

**NOTE: ALL ENTRIES MUST BE IN CAPITAL LETTERS**

REQUESTED BY \_\_\_\_\_ PHONE \_\_\_\_\_ BUILDING \_\_\_\_\_

REASON FOR REQUEST: \_\_\_\_\_

SECURITY ACCESS IS REQUESTED FOR:

NAME \_\_\_\_\_ DEPT \_\_\_\_\_ TITLE \_\_\_\_\_

<sup>1</sup>SSN \_\_\_\_\_ PHONE \_\_\_\_\_ ACID \_\_\_\_\_  
(System Security Accessor ID)

**NOTE: ACCESS FOR FUNDS 010 THROUGH 815 , 820 AND 840 UNLESS OTHERWISE SPECIFIED**

DEPARTMENT NUMBERS/NUMBER RANGES TO BE ACCESSED:

\_\_\_\_\_ to \_\_\_\_\_      \_\_\_\_\_ to \_\_\_\_\_      \_\_\_\_\_ to \_\_\_\_\_      \_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_ to \_\_\_\_\_      \_\_\_\_\_ to \_\_\_\_\_      \_\_\_\_\_ to \_\_\_\_\_      \_\_\_\_\_ to \_\_\_\_\_

ACCESS TO BE PROVIDED:<sup>2</sup>

**BADR/FIJV** On-line INQUIRY/UPDATE access to Departmental Reference System \_\_\_\_\_

**FIAA** Account Attribute Information Inquiry \_\_\_\_\_

**FIBS** Departmental Budget Summary Information \_\_\_\_\_

**FIJ2** On-line UPDATE access to Business Office Journal Voucher  
(specific fund restrictions apply - more information available in FIJ2 training sessions) \_\_\_\_\_

**MSAS** On-line INQUIRY access to posted transactions for current and prior month, year-to-date  
balances by object for current and prior year, commitment and purchase order inquiry and  
available balance inquiry (supply password below) \_\_\_\_\_

On-line UPDATE access for departmental entry of commitments \_\_\_\_\_

**PAIS** I-9 (Employment Eligibility Verification) only \_\_\_\_\_

Payroll Distribution System \_\_\_\_\_

Graduate Reappointment System - Choose one: \_\_\_\_\_

C. Data Entry

D. Department Level Review

E. School Level Review \_\_\_\_\_

Auth. School Approval

PASSWORD: \_\_\_\_\_  
(Provide if MSAS requested; must be 7-12 char)

(ACCOUNTING USE ONLY)

Access Number Assigned

**MAIL ORIGINAL AND ONE COPY OF SIGNED/COMPLETED FORM TO SECURITY DESK, ACCT SVCS, FREH.**

\_\_\_\_\_  
Authorized Departmental Approval      Date

\_\_\_\_\_  
Accounting Approval

<sup>1</sup> Social Security Number is requested on this form to facilitate record keeping and to minimize effort and errors in reference to other records which require the use of the Social Security Number. A person has the right to refuse to provide a Social Security Number on this form without penalty, or to request that it be removed at any time.

<sup>2</sup> All CICS users have access to **FIHD** (Department header file) and **FIFI** (on-line 008 account/CARS lookup).