

System Access Request Form

HR & Finance Divisions

Employee Name Employee # Start Date

Department Position Title

Supervisor Network ID

Lawson

BI Reports (WebFocus)

Portal Microsoft Add-Ins Security Group

Access should mimic

Shared Drives

DocFinity

Folder

DocFinity Access Folder

Access should mimic Folder

Authorization: I authorize the above named individual access as indicated above. I have reviewed the confidentiality policy with this employee and the employee agrees to all policy procedures.

Requester Supervisor Date

Financial Systems Use Only

Security Update:

Department Roles:

Batch Role: Portal Bookmark Role: Self Service:

Company Role: Add-Ins:

Profile Portal Role Access Flag Product Line:

HRIS/Financial Systems Approval: Date