



COLLEAGUE ACCESS AND SECURITY CLASS SETUP REQUEST - FINANCIAL

REQUESTOR Information: (please print clearly)

REQUESTOR:	ID#:	DATE:
SUPERVISOR:	CENTRE/DEPT:	DATE:

Type of access requested If filling in for/behind a person currently/previously in the position, please provide that person's name (if known):

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Colleague Financials:

Electronic Requisitions Webadvisor Financial Inquiry Synoptix Reports Budget Module Input

I understand that I will have access to confidential and personal information within the College's integrated information system and that the misuse, misrepresentation or unlawful distribution of copy of data contained within the system is considered be in violation of the Alberta Freedom of Information and Protection of Privacy (FOIP) Act and a punishable offense. Further, I understand that I must access or view only the information that is required and necessary to carry out my job duties.

REQUESTOR :	DATE:
SUPERVISOR :	DATE: <i>Please FORWARD to Manager – Accounting Services</i>

FOR ACCOUNTING SERVICES ONLY

List required screen/security class access:

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G/L Role(s):

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Purchasing Approval Class:

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Mandatory Training Scheduled for:

Manager Accounting Services Approval :	Date:	G/L Role Updated:	Date:
Frax updated:	Date:	Purchasing Class Updated:	Date:

Please FORWARD to ITS - Director of Operations for processing

INFORMATION TECHNOLOGY SERVICES ONLY

Date Received:	Director IT Operations:
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Completed original form filed with Director of IT operations

Footprints #:	Date complete:
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