Planning - Access Request Form

Part 1. Identification Information (please type or print)

This is a request for: _____New Access   _____Delete Access   _____Change Access

Full Name (include middle initial):_____

School/Responsibility Center _____

University phone#: _____   Department: _____

E-mail address:_____

Intramural address: _____Mailcode_____

Penn ID#: _____   PennKey: _____

I understand that this gives me access to administrative computing resources for my exclusive use and support of my work as an employee of or contractor to the University of Pennsylvania. I understand that this access is controlled by my password. I take responsibility for changing my password on a regular basis and for maintaining the secrecy of my password. I understand that I am responsible for anything done on administrative computing resources with my login ID. I take responsibility for maintaining the confidentiality of University information.

Required Signatures:

Requestor: _____Date: ___/___/____

Supervisor:_____ Date: ___/___/___

Training Verification: _____ Date: ___/___/___

School/Center Access Administrator: _____ Date: ___/____/___

Budget Office: _____ Date: ___/____/___

Part 2. Requested Access
___ New Access   ___ Update to Current Access   ___ Remove Previous Access & Implement New Access

Role :   __ Planner   (Can perform data entry on forms; launch financial reports and business rules)
(Select) __ View Only   (Can only view data on forms and launch financial reports)
              __ Power User (High-level access to forms/reports; by special permission from Budget Office)

Specify Org(s) or Org Parent(s)   _____

Salary Access by Employee: Yes _____   No_____

Send completed forms to:

Planning Access Request
Office of Budget and Management Analysis
710 Franklin Building
3451 Walnut Street
Philadelphia, PA 19104-6205

Forms Are Available at: http://www.budget.upenn.edu/dlDocs/forms/planning_access_form.pdf

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