



Use this Form If:

- You are a member of the Emory community.
- You wish to add or remove data access permissions.

Instructions:

1. Fill out the form answering ALL questions.
2. Obtain Supervisor’s sign off prior to submitting the request.
3. E-Mail completed form to compass@emory.edu.
4. For questions, contact the Compass Service Center at 404-727-7000.

Organizational Data

Name:	_____	User ID:	_____
Phone Number:	_____	Employee ID:	_____
E-Mail Address:	_____	Supervisor:	_____

Financial System Access Request Type

- Add** New User to the System
- Modify** Existing User Access
- Remove** User Access

Security Access – (select all that apply)

- | | |
|------------------------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Use Accounts Receivable Web Wires | <input type="checkbox"/> Enter Expense Reports |
| <input type="checkbox"/> Process Department Deposits | <input type="checkbox"/> Enter Payment Requests |
| <input type="checkbox"/> Clear Suspense Transactions | <input type="checkbox"/> View Reports* |
| <input type="checkbox"/> Create Journal Entries | *Requires Confidentiality Agreement |
| <input type="checkbox"/> Create Budget Entries | <input type="checkbox"/> Create Reports* |
| | *Requires Confidentiality Agreement |

