



Compass Security Change Request Form

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 (select only one per form)

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

Security Access – (select all that apply)

- Enter Payment Requests
- Process AR ePayments
- View Chart of Accounts View
- Use Accounts Receivable Web Wires
- Enter Expense Reports
- Create Journal Entries
- Create Budget Entries
- Clear Suspense Transactions
- Run Reports/Queries
- Use Grants/EPEX System



Compass Security Change Request Form

Authorization

Supervisor Signature

Date

Phone

Business Officer Signature (University)

Date

Phone

Finance Controller Signature (Healthcare)

Date

Phone

For Compass Use Only

Functional Lead Signature

Date

Phone