



## Compass Security Change Request Form (Central Finance ONLY)

### Use this Form If:

- You are an employee of Emory’s Central Finance division.
- 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](mailto:compass@emory.edu)
4. For questions, contact the Project 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)

- |   |  |
|---|--|
| <input type="checkbox"/> Add New User to the System | <input type="checkbox"/> Add View or Update Access |
| <input type="checkbox"/> Modify Existing User       | <input type="checkbox"/> Remove User Access        |

### Security Access – (select all that apply)

#### Asset Management

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Asset Support     | <input type="checkbox"/> Assets Administration | <input type="checkbox"/> Asset Specialist   |
| <input type="checkbox"/> Assets Super User | <input type="checkbox"/> Asset Batch User      | <input type="checkbox"/> Asset Reports User |



### Accounts Payable

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Vendor Inquiry  | <input type="checkbox"/> AP Inquiry (View Only) | <input type="checkbox"/> AP Manager   |
| <input type="checkbox"/> Vendor Approval | <input type="checkbox"/> AP Specialist          | <input type="checkbox"/> AP Customizations<br><i>Available to Payment Services<br/>Personnel Only</i> |

### Expenses

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Expense Specialist | <input type="checkbox"/> Expense Manager | <input type="checkbox"/> Expense Approver |
| <input type="checkbox"/> Expense Supervisor | <input type="checkbox"/> Expense User    |   |

### Accounts Receivable

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> AR/BI Setup Manager | <input type="checkbox"/> AR Manager Role | <input type="checkbox"/> Emory Cashier              |
| <input type="checkbox"/> AR Deposits Manager | <input type="checkbox"/> BI Manager      | <input type="checkbox"/> AR Department Deposits     |
| <input type="checkbox"/> AR Generic Role     | <input type="checkbox"/> AR Web Wire     | <input type="checkbox"/> AR Department Verification |
| <input type="checkbox"/> AR Generic          | <input type="checkbox"/> EPay Only       | <input type="checkbox"/> PO Administrator           |

### General Ledger

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> GL User           | <input type="checkbox"/> GL Budget Journal User | <input type="checkbox"/> GL/KK Super User   |
| <input type="checkbox"/> GL Customizations | <input type="checkbox"/> GL Controller          | <input type="checkbox"/> GL Suspense Corres |
| <input type="checkbox"/> GL Workflow       | <input type="checkbox"/> GL Posting User        | <input type="checkbox"/> GL Administrator   |
| <input type="checkbox"/> Purchasing User   |   |   |



### Grants Management

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Grants Awards        | <input type="checkbox"/> Grants Awards    | <input type="checkbox"/> Post Award Analyst              |
| <input type="checkbox"/> Grants Contract User | <input type="checkbox"/> GM AR BI Manager | <input type="checkbox"/> Pre-Award Analyst               |
| <input type="checkbox"/> GM Pre-Admin         | <input type="checkbox"/> GM AR Specialist | <input type="checkbox"/> GM EPEX User<br>(Decentralized) |
| <input type="checkbox"/> GM BI Specialist     | <input type="checkbox"/> KK Common Pages  | <input type="checkbox"/> KK Administrator                |

### Reporting

- nVision Developer
- Query Viewer

### 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
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