Request for Finance Access
Banner, Perceptive Content, Web Forms, and/or ASPIRE

Type of Access:　　　　　New　　　　　　　　Change　　　　　　　　Additional

(Initial request for access)　(Remove prior access & update-for dept changes)　(add to current access)

Name _____　User ID _____ @mtu.edu

Title _____　Office Phone _____

Dept _____　Dept Code(s) _____ ☐ All Departments

Access same as userID: _____ and indicate appropriate access areas below:

Banner　　　　Perceptive Content　　　　Web Forms　　　　ASPIRE

OR choose appropriate access:

Banner and Reporting Finance Access
Query Access

Query access to finance forms, finance self-service and finance reports	BAN_FIN_FALL_C
Query access to student accounts receivable forms/reports-begin with 'T'	BAN_FIN_FQARS_C

Update Access

Update access to FZAFELL-Fellowship and TZAGRSP-Tuition Support	BAN_FIN_FGRAD_C
Update access to Banner form FBABDRA for entering budgets	BAN_FIN_BUDG_C
Update access to enter journals/remittances into Banner Rule Groups:	BAN_FIN_FUIB_C
Update access to enter finance self-service requisitions	REQG
Update access to equipment inventory (FZAEINV) - equip coord only	BAN_FIN_EQIP_C
Update access to enter select student accounts receivable charges	BAN_FIN_FUARE_C
Permissions:	

Other General Access

Select administrative staff (Campus Store, Fin Aid, FSO, SPA) -**update** access to vendor and agency address forms	BAN_FIN_ADDR_C
Dept staff-Query access to key forms (approval by Public Safety)	BAN_FIN_FQKEY_C
Dept coordinators/finance - Query access to Tech Fund finance reports	WebFOCUS &Fund Access

Department Specific Access
Campus Store:

Staff-access to forms TZABKST, TZATIIV, TZIBILL	BAN_FIN_BKST_C
Student employees - access to TZABKST	BAN_FIN_SBKST_C

Cashiers:

Update access forms specific to cashiering function	BAN_FIN_FCASH_C
Query access direct deposit forms	BAN_FIN_GCASH_C

Financial Aid, Financial Services, Internal Audit, Sponsored Programs:

Query access to all accounts receivable forms and reports (FSO, IA, SPA)	BAN_FIN_FARAL_C
Update access to processes, forms and reports specific to Spons Prog Acctg (SPA)	BAN_FIN_FRSH_C
Approval Queues:	
Query access to most finance forms, reports (FSO, IA, SPA, SPO)	BAN_FIN_FSO_C
Update access to student, non-student accounts receivable forms (FA, FSO, SPA)	BAN_FIN_FUARN_C
Permissions:	
Update access to chart of accounts and ledger information(FSO, SPA)	BAN_FIN_FUGL_C
Query access to finance and accounts receivable information (IA)	BAN_FIN_IAUD_C

Graduate School:

Update access to TZABIND — BAN_FIN_GRADSCH_C

Public Safety and Police Services:

Query access to fixed asset forms and **update** access to SZVBADG — BAN_FIN_PSAFEFA_C

Update access to key forms — BAN_FIN_PSUP_C

Student Organization:

Query access to finance information specific to student org via banweb

Other : _____

Web Form Access

Check Request   Reallocation of Expenditures

Perceptive Content (ImageNow) Access

View invoices, journals and blanket and purchase orders

Access to departmental workflow queue(s) for approving blanket order invoices* and/or purchase order receivers   *User must be an authorized signer on the blanket order prior to approving in Perceptive Content

Document upload (website access to upload forms that are process by Financial Services personnel)

Purchasing card receipt/statement upload (website access and view access in Perceptive Content for upload verification)

Other: _____

ASPIRE Access

General Inquiry to space, building and room, information — BAN_FIN_SPEC_SPACE_C

Deans and Chairs dashboard — BAN_FIN_OTH_DAC_DBD_C

Research information — BAN_FIN_RSCH_USER_C

Classroom technology **update** — BAN_FIN_CLS_TECH_C

By signing below applicant and approver acknowledge the following:

Access to student information is governed by federal law - the Family Education Rights and Privace Act Act (FERPA). Employees with access to student information must comply with FERPA. For more information, please go to: http://www.mtu.edu/registrar/faculty-staff/ferpa/

Access privileges are issued to employees with the understanding that they will use the information thus obtained only in the conduct of their official duties and that no information will be disclosed to other persons who do not have a need to know.

I certify that I understand my responsibilites as an authorized user of finance information. I am responsible for the use and interpretation of the information.

_____   _____
Applicant's Signature   Date

_____   _____
Approval Signature (Supervisor)   Date

Print Name of Approver: _____

Financial Services Use Only

_____   _____
Date   Data Custodian Signature