CUNYfirst
Fully Integrated Resources & Services Tool

FileNet User Access Request Form - Production

Please note: This form is required in order to request access to the CUNYfirst system. This form must be approved by the employee's supervisor. Employees may NOT approve or grant access for themselves. For transferring employees, a separate form must be completed from the Campus and/or Department transferring FROM and TO in order to modify access in both areas. This request must be made in advance of the effective date of the personnel action.

EMPLOYEE INFORMATION SECTION (Please Print) :

Last Name: First Name: MI:

CUNYfirst (Empl ID) *:   Job Title:

☐ Full time ☐ Part time   If you are a student, please specify college: _____

Business Unit / Campus: Dept / Office:

Work Phone: Ext: CUNY email address:

CONFIDENTIALITY STATEMENT (must be signed by the Employee):

I understand that the data obtained from any CUNY*first* system is considered confidential and NOT to be shared with anyone who is not authorized to receive such data.

I understand that I am individually accountable for the use of my User ID in the CUNY*first* system. Improper use of my User ID could lead to revocation of access rights and further disciplinary proceedings in accordance with CUNY policies, rules and regulations, and applicable collective bargaining agreements.

Employee's Signature: Date:

Managerial Request:

Business Unit / Campus: Department / Office:

Last Name, Requesting Supervisor: First Name:

Signature, Requesting Supervisor: Date:

Business Owner / Admissions Approval:

Last Name: First Name:

Signature: Date:

ADD	DELETE	ROLE	DESCRIPTION	
☐	☐	UGAView	Undergraduate Admissions - View documents only.	CAMPUSES AND CO STAFF
☐	☐	UGAUAPC	UAPC - UAPC processor. Scanners, case workers, etc.	CO STAFF ONLY
☐	☐	UGACPT	UAPC - Datacap Operators, group member permissions will be limited to Scan, FlexID, and Verify tasks.	CO STAFF ONLY
☐	☐	UGACPTADMIN	UAPC - Datacap Administrators, group members will have full Datacap permissions and privileges.	CO STAFF ONLY
☐	☐	UGAAdmin	Undergraduate Admissions - Adminstrator role for admin functions, viewing, annotating, attribute update, and interfacing to CUNYfirst	CO STAFF ONLY

NOTE: Shaded roles require approval from Central Office.

CAMPUSES: Please **ESCALATE** completed request to CIS. This access is **NOT** granted by college ASLs. Approvals must be obtained prior to escalation. See access approver list on security.cuny.edu > CUNYfirst (PeopleSoft) security.