



CUNYfirst Financials Reporting User Access Request

EMPLOYEE INFORMATION SECTION (Please Print) :

Last Name:	First Name:	MI:
CUNYfirst (Empl ID) *: <input type="checkbox"/> * Check here if you do NOT have a CUNYfirst User ID & if this is a NEW request for a CUNYfirst User ID (leave CUNYfirst User ID blank)	Job Title:	
<input type="checkbox"/> Full time <input type="checkbox"/> Part time	If you are a student, please specify college:	
Business Unit / Campus:	Dept / Office:	
Work Phone:	Ext:	CUNY email address:
Reason for request:		

CONFIDENTIALITY STATEMENT (must be signed by the Employee):

I understand that I am individually accountable for the use of my User ID in the CUNYfirst 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:
-----------------------	-------

ACCESS LEVEL SECTION

Action Requested (Check Only One): **Add Access** **Revise Existing Access** **Delete Access**

Add	Delete	Query Manager Roles			
<input type="checkbox"/>	<input type="checkbox"/>	CU_FSGL_QUERYDESIGNER_PRIVATE	Query Manager Access – Create Private Queries only		

Data Roles (non-NPI)					
Add	Delete		Add	Delete	
<input type="checkbox"/>	<input type="checkbox"/>	CU_FS_QTREE_AP_ALL	AP Query Access Group		
<input type="checkbox"/>	<input type="checkbox"/>	CU_FS_QTREE_COMBO_EDIT	Combo Edit Query Access Group		
<input type="checkbox"/>	<input type="checkbox"/>	CU_FS_QTREE_GL_ALL	GL Query Access Group		
<input type="checkbox"/>	<input type="checkbox"/>	CU_FS_QTREE_PO_ALL	PO Query Access Group		

Data Roles (NPI)					
Add	Delete		Add	Delete	
<input type="checkbox"/>	<input type="checkbox"/>	CU_FS_QTREE_NPI_ALL	NPI FS ALL- Query Access Group		
<input type="checkbox"/>	<input type="checkbox"/>	CU_FS_QTREE_NPI_AP	NPI AP Query Access		
<input type="checkbox"/>	<input type="checkbox"/>	CU_FS_QTREE_NPI_GL	NPI GL Access Group		
<input type="checkbox"/>	<input type="checkbox"/>	CU_FS_QTREE_NPI_PO	NPI PO Query Access Group		

Primary Permission List:	
Row Level Security:	
Business Unit to be accessed:	

CUNYfirst Financials Reporting User Access Request

APPROVAL SECTION		
Requesting Supervisor:		
Business Unit / Campus:	Department / Office:	
Name:	Title:	
Phone:	Email:	
Signature indicating approval:	Date:	
Business Owner / Financial Records:		
Name:	Title:	
Phone:	Email:	
Signature indicating approval:	Date:	
University Security Officer:		
Name:	Title:	
Phone:	Email:	
Signature indicating approval:	Date:	

Submit this form to your Application Security Liaison.