



REQUEST FOR ACCESS TO CORPORATE INFORMATION

Western

PLEASE NOTE: This form cannot be processed by WTS until an active appointment is reflected within the HR system for the REQUESTOR.

The Human Resources department has developed their own form based on specific requirements of the MyHumanResources application. The Request for Access to Human Resource Data and Reporting can be found [HERE](#).

SECTION I -REQUESTOR

| | |
|-----------------------|---------------------|
| FULL NAME | WESTERN ID NUMBER |
| DEPARTMENT / FACULTY | BLDG/ROOM PHONE/EXT |
| REQUESTOR'S SIGNATURE | DATE |

By signing this request for access to central data, the REQUESTOR understands and accepts the responsibilities outlined in the University Of Western Ontario Policies and Procedures "1.13 CODE OF BEHAVIOR FOR USE OF COMPUTING RESOURCES and CORPORATE DATA" http://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp113.pdf

SECTION II - ACCESS APPROVAL

| | |
|---------------------------------|-------------------|
| UNIT HEAD'S NAME (please print) | UNIT HEAD'S TITLE |
| UNIT HEAD'S SIGNATURE | DATE |

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SECTION III - DATA ACCESS

Place a check mark beside the categories/sub categories that you would like access to. If this is an upgrade please check here ___ and only indicate *NEW* services.

FS - PEOPLESOFT FINANCIALS:

| | |
|--|--|
| <input type="checkbox"/> On-Line Journal Entries <input type="checkbox"/> General Ledger Inquiry <input type="checkbox"/> Accounts Payable Inquiry <input type="checkbox"/> Purchase Order Inquiry <input type="checkbox"/> Acct. Receivable Application <input type="checkbox"/> Reports | <p>UNIT/DEPARTMENT CODES TO ACCESS</p> <p>_____</p> <p>_____</p> <p>PROJECT CODES TO ACCESS</p> <p>_____</p> <p>_____</p> <p>GRANT CODES TO ACCESS</p> <p>_____</p> <p>_____</p> |
|--|--|

HE – HIGHER EDUCATION:

| | |
|---|--|
| <input type="checkbox"/> Inquiry Only: (all modules) <input type="checkbox"/> OOR ExtraNet Only <input type="checkbox"/> Cognos for Affiliates <input type="checkbox"/> Maintenance: (indicate specifically what you need to maintain for each module) | Academic Records: _____ _____ Undergrad/Grad Admissions: _____ _____ OWL Grade Admin: _____ _____ OWL Course Admin: _____ |
|---|--|

| | | |
|------------------------------|---------------|-------|
| For Internal Use Only | | |
| PS Security Officer: | _____ | _____ |
| | PeopleSoft Id | Agent |
| | | Date |

Send this completed request along with page 1 to: Computer Accounts Office SSB 4100, 519 661-3800, Fax 519 661-3486

SECTION III - DATA ACCESS cont'd

WTS - CENTRAL SERVER ACCESS

WALTER: Y / N

| | |
|--------------|---------------------------------|
| Dept: | Path / Share: (if known) |
|--------------|---------------------------------|

ROAMS: Y / N

| | |
|---|---|
| Type: (check the appropriate option) General Roams User IT Admin Vendor/Application User | Department: (if different than your primary appointment) |
|---|---|