THE UNIVERSITY OF TENNESSEE
APPLICATION FOR ACCESS TO FINANCIAL/HRIS SYSTEMS

Please indicate below the system(s) needed and fill in the type of access needed at the bottom of this form. Have the **Dean, Director, or other person with authority over the requested financial information** sign this form. Then , please return it with the "Application for Access to IMS/CICS" to your **Campus Business Office** or for the **Knoxville campus**, to **Data Base Administration within University-Wide Computing Services.**

SECTION 1

EMPLOYEE NAME	SSN	TELEPHONE	DBA OFFICE USE ONLY

DEPARTMENT: _____ ADDRESS: _____

SECTION 2

A. *For these systems, complete sections 3A & 3B below*

	Need Access?
Procurement Cards	
Travel	
Other	

B. *For these systems, Complete section 3A below*

	Need Access? Inquiry	Update
Salary Budget	N/A	
HRIS		N/A
University Accounting Inquiries		N/A
Check Images ("White Copy")		N/A

C *. For these systems, Omit section 3*

Purchasing		
Accounts Payable		

SECTION 3A **List the accounts, departments, etc. for which you need access. See instructions for other attributes available for securing access. Please indicate per line whether the access is update or inquire only. You will be granted this access for all of the financial systems to which you are authorized.**

PLEASE LIST/DESCRIBE ACCESS NEEDED:	**SECTION 3B** Update	or Inquire

SECTION 4

APPROVAL: _____ _____

Name (please type or print) Title

_____ _____

Signature Date

_____

(PI Signature if applicable)

Attach to **"Application for Access to IMS/CICS"** form and return to your **Campus Business Office**

******For Knoxville Campus:**

University-Wide Computing Services, DBA
ATTN: Lynn Sterling
2318 Dunford Hall
Knoxville, TN 37996-0112

DBA USE ONLY
Profile/Group:

If you have questions concerning the completion of this form, please contact the Financial Information, Systems, and Analysis section in the Controller's Office at (865) 974-2493.

revised 5-12-99

for instructions, see www.utenn.edu/uwa/to/co/systems/fn.htm