

Colleague Financials

Wesleyan Information Network (WIN: Ellucian Colleague) Application Access Request Form

IMPORTANT: Only select those accounts the user should have access to at the time this document is submitted. Keep in mind that the user's access will always reflect the most recent form received by the Information Technology department.

Date: _____

Employee Name: _____

Department: _____

Check any reporting tools the employee will need: ODS SQL iStrategy

TEST Testing Only	LIVE Live/Production	Security Classes
<input type="checkbox"/>	<input type="checkbox"/>	AP.ADMIN - Acct Payable Privileged Admin Class
<input type="checkbox"/>	<input type="checkbox"/>	AP.CLRK - Security for AP Clerk
<input type="checkbox"/>	<input type="checkbox"/>	AP.PYRL - Security for Payroll Specialist
<input type="checkbox"/>	<input type="checkbox"/>	BU.ADMIN - Security for BU Module - AdminAccess
<input type="checkbox"/>	<input type="checkbox"/>	BU.PLAN.SUPER - Security for Bdg Pln Supervisors
<input type="checkbox"/>	<input type="checkbox"/>	BUD.ANNUAL - Security Class for Annual Budget
<input type="checkbox"/>	<input type="checkbox"/>	BUD.DIR - Security for Budget Director
<input type="checkbox"/>	<input type="checkbox"/>	BUD.DIR.SW - Security Class for Std Wkr Budget Dir
<input type="checkbox"/>	<input type="checkbox"/>	BUD.MGR - Budget security for budget manager
<input type="checkbox"/>	<input type="checkbox"/>	BUD.VIEW - Budget security to view budget only
<input type="checkbox"/>	<input type="checkbox"/>	BUD.VP - Security for VP Budget and Finance
<input type="checkbox"/>	<input type="checkbox"/>	BUDADMIN - Prevents base BGT screens use
<input type="checkbox"/>	<input type="checkbox"/>	CF.FX.ADMIN - Security for Fixed Assets Admin
<input type="checkbox"/>	<input type="checkbox"/>	CF.QUERY - Inquiry Access to File Information Screens
<input type="checkbox"/>	<input type="checkbox"/>	CHK.BANK.ACCT.PRIV - Secures field in CHKI
<input type="checkbox"/>	<input type="checkbox"/>	GL.ACCT - Security for ACCT
<input type="checkbox"/>	<input type="checkbox"/>	GL.ACCT.SUPR - GL security for acct supervisor
<input type="checkbox"/>	<input type="checkbox"/>	GL.ADMIN - Prevents use of base GL screens

TEST Testing Only	LIVE Live/Production	Security Classes
<input type="checkbox"/>	<input type="checkbox"/>	GL.CNTRL - Security class for GL Controller
<input type="checkbox"/>	<input type="checkbox"/>	GL.CNTRL.2 - CF Security Class for GL Controller
<input type="checkbox"/>	<input type="checkbox"/>	GL.DFS - Security class for director of financial service
<input type="checkbox"/>	<input type="checkbox"/>	GL.INQ - Security for General Ledger Inquiry
<input type="checkbox"/>	<input type="checkbox"/>	GL.LAW.BUS - Security Class for Law Business Office
<input type="checkbox"/>	<input type="checkbox"/>	GL.REPRT - Security for General Ledger Reports
<input type="checkbox"/>	<input type="checkbox"/>	GL.STU.ACCT - Security for Mgr of student accounts
<input type="checkbox"/>	<input type="checkbox"/>	GL.SUPER - GL,AP,PU,BUD All Admin
<input type="checkbox"/>	<input type="checkbox"/>	OVERRIDE - Override for GL
<input type="checkbox"/>	<input type="checkbox"/>	PU.ADMIN - Privileged Admin Class
<input type="checkbox"/>	<input type="checkbox"/>	PU.CLRK - Security for purchasing clerk
<input type="checkbox"/>	<input type="checkbox"/>	PU.MGR - Security for purchasing manager
<input type="checkbox"/>	<input type="checkbox"/>	PU.MGR.2 - Security for purchasing manager 2
<input type="checkbox"/>	<input type="checkbox"/>	REQ.INIT - Security for requisition initiator
<input type="checkbox"/>	<input type="checkbox"/>	TEMP.GLTB - Temporary class for GLTB
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	

Supervisor Name: _____

Supervisor Signature: _____

Module Custodian 1 Name: _____

Module Custodian 1 Signature: _____

Module Custodian 2 Name: _____

Module Custodian 2 Signature: _____

IT Use Only	Technical Specialist: _____ Date Completed: _____
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