HARVARD FINANCIAL SYSTEMS SEAS ACCESS REQUEST FORM

Includes Buy2Pay, Vendor Request, FedEx, Concur, GMAS, PI Dashboard, General Ledger, HART and Aurora

Requestor Name (ADRAF/AD): _____ **Dept**: _____

New User Name: _____ **HUID**: _____

ROPPA training certificate required for **ALL** (LINK). Email the certificate along with this form.

___ **Buy2Pay**

Training required for Requestor & Approver roles. Email the certificate along with this form.

Select Role(s): Shopper, Requestor and/or Approver

    ___ Shopper (Training LINK)

  OR

    ___ Requestor *(Training LINK)*

  OR

    ___ Approver *(Training LINK)*

        Provide Org(s) for approval_____

___ **Supplier Portal**

___ **FedEx**   Org(s): _____

___ **Concur**   Expense Approver: ___ Add ___ Remove

___ **GMAS**
Indicate the type of access:
1. Standing Team
  ___ Tub 325 Observer   ___ Tub 325 Dept Admin

  ___ Org Based Standing Team – Specify Orgs: _____

2. Indicate the action memo's the user should receive
  ___ None

  ___ Org(s) _____

  ___ Root(s) _____

___ **PI Dashboard**	___ **General RPM Access**

Please select one or more of the following access parameters
___ Org(s)   _____

___ Fund(s)   _____

___ Root(s)   _____

___ Full Account String: ___-_____-____-_____-_____-____

___ **General Ledger (ADI's & PCR's) – for Research Admin ONLY**

___ **HART**

HART Dashboards

     ___ A/R

     ___ A/P

     ___ Procure to Pay

     ___ Grants Management (automatically granted with GMAS access)

     ___ Travel and Expense Org(s): _____

     ___ Other _____

HART Financial Dashboards   **___ General RPM Access**

1. Pick Content Role

     ___ Finance General – *Summary level compensation*

     ___ Finance – Detailed Compensation – *All salary*

     ___ Finance – Limited Compensation – *Temps, students and post-doc salary*

2. Choose one HART-Segment Role and Specify Value(s)
Select one of the following and fill in ranges, single or multiple values

     ___ Tub   _____

     ___ Org(s)   _____

     ___ Fund(s)   _____

     ___ Activity(s)   _____

     ___ Root(s)   _____

     ___ Org+Activity   _____

     ___ Org+Fund   _____

     ___ Org+Root   _____

     ___ Fund+Root   _____

Aurora – to request access, please reach out to Rob Plosker - rplosker@seas.harvard.edu.

Comments: _____

_____

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Please e-mail the completed form accountinghelp@seas.harvard.edu and procurementhelp@seas.havard.edu.