HARVARD FINANCIAL SYSTEMS SEAS ACCESS REQUEST FORM

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

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

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

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

Procurement Owned Access

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

- *Additional training required for **B2P Requestor**, **B2P Approver** and **Supplier Portal** roles. See links below for role-specific trainings. Email the certificates along with this form when requesting those roles.*

___ **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** *(Training LINK)*

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

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

Accounting Owned Access

___ **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**

Please see (Training Calendar) for upcoming HART trainings.

HART Dashboards

    ___ Accounts Receivables

    ___ Cash Management

    ___ Procure to Pay - *Please note relevant Org(s)*: _____

    ___ Grants Management *(automatically granted with GMAS access)*

    ___ Travel and Expense - *Please note relevant 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 **only 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   _____

ECRT – reach out to ADRAFs or accountinghelp@seas.harvard.edu.

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

Comments: _____

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