

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 accountinghelp@seas.harvard.edu.

Procurement Owned Access

- **ROP**PA 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 Please select one or more of the following access parameters ___ Org(s) _____ ___ Fund(s) _____ ___ Root(s) _____ ___ Full Account String: ___ - ___ - ___ - ___ - ___ - ___	___ General RPM Access
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___ 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 - <i>Please note relevant Org(s):</i> _____ ___ Grants Management (<i>automatically granted with GMAS access</i>) ___ Travel and Expense - <i>Please note relevant Org(s):</i> _____ ___ Other _____ HART Financial Dashboards 1. Pick Content Role ___ Finance General – <i>Summary level compensation</i> ___ Finance – Detailed Compensation – <i>All salary</i> ___ Finance – Limited Compensation – <i>Temps, Students and Post-doc salary</i> 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 _____	___ General RPM Access
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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: _____
