ESAF Systems General Security Access Form

Instructions

Applicant or Proxy
1. The fields and check boxes on this form may be filled with Adobe Acrobat: http://get.adobe.com/reader
2. Complete section A **(required fields are marked with *)** and indicate Request Type
3. Indicate an existing user to mirror OR select (or click) individual options in sections B–H (pgs. 2 - 8)
   Please note that this option will copy the other user's access exactly for items in each section.
   Any existing access will be replaced with this new security.
4. Print a hard copy with applicant name, have applicant sign and date the Required Approvals section (pg. 8)
5. Route completed form to applicant's department head for signatures.

Security Approvers
1. Review requested access
2. Print your name, sign and date the appropriate area in the Required Approvals section (pg. 8)
3. Enter an 'X' in the Request Approved or Request Denied box
4. Route the form to the approver for the next area where access has been requested. If no additional approval is required, route the form to:
   foitsecurity@northwestern.edu

SECTION A

*Date	
*NetID	
*Name (Last, First MI)	
*HRIS EMPLID	
*NU Email	
*Department	
Title	
Work Phone	

REQUEST TYPE (Check all that apply)

To **add** a user, select the appropriate box(es) below, then complete section(s) B–F.
To **inactivate** a user, select the appropriate box(es) below, sign, and forward form to foitsecurity@northwestern.edu.
To **modify** access, select box(es) below, then select add/delete as appropriate in section(s) B–F.

General Access (Section B)	☐ ADD	☐ INACTIVATE	☐ MODIFY
Workflow (Section C)	☐ ADD	☐ INACTIVATE	☐ MODIFY
ChartField Security / Row Level Security (Section D)	☐ ADD	☐ INACTIVATE	☐ MODIFY
Facilities Management (Section E)	☐ ADD	☐ INACTIVATE	☐ MODIFY
Grants Management (Section F)	☐ ADD	☐ INACTIVATE	☐ MODIFY
NUPlans (Section G)	☐ ADD	☐ INACTIVATE	☐ MODIFY

Is this a School or Department transfer?   ☐ Yes   ☐ No

(Please note all previous FFRA Security Access is removed for transferred users)

ESAF Systems General Security Access Form

SECTION B: GENERAL ACCESS

MODEL GENERAL ACCESS AFTER EXISTING USER (optional)	
Print Name:	**NetID:**

If NOT mirroring another user, enter an 'X' in the box to the left of each appropriate access option in sections B–F.

ADD	DEL	GENERAL ACCESS	
☐	☐	Employee Self Service	Basic user inquiry access provisioned to every Northwestern Employee. Overview of access available at Role Descriptions webpage. - No Workflow Approval - Can self-certify Expense Reports
☐	☐	School/Department Staff	Inquiry access for purchasing, accounts payable, and accounts receivable, in addition to basic user inquiry access. Overview of access available at Role Descriptions webpage. - Optional: Workflow Approval – complete Workflow Approval Access on page 3 - Reporting: To view Cognos Reports – complete ChartField Security Access on page 2
☐	☐	Salary Access	Access to drilldown into GL008 Cognos Report – allow processing time for HR approval - Requires HRS101 Training - Access applies to all assigned ChartField values. Complete ChartField Security Access on page 3.
☐	☐	Supplier Contract Administrator	Access to participate in supplier contract process
☐	☐	SES Tuition Encumbrance	Access to Student Enterprise System tuition encumbrance data - Access applies to all assigned ChartField values. Complete ChartField Security Access on page 3.
☐	☐	ChartField Manager Entry	Access to enter and update managers, reviewers and attributes for ChartField (CF) values; assigned CF managers automatically receive Row Level Security access to the CF. Detailed description at Role Descriptions webpage.

ESAF Systems General Security Access Form

SECTION C: WORKFLOW

MODEL WORKFLOW ACCESS AFTER EXISTING USER (optional)

Print Name: **NetID:**

Workflow approval provides the ability to approve expense reports, requisitions, payment requests and journals for the specified department or project. Budget Approval provides the ability to approve budget journals of any amount for the specified department.

You may specify a tree node to grant approval for multiple departments. The Department Tree Mapping reference document defines the available tree nodes and underlying departments.

Specifying a Dept Approval Level or Project Approval grants Expense Approval, Requisition & PO Approval, Payment Request Approval and Journal Approval roles.

Specifying Dept Budget Approval grants the Budget Journal Approval role.

Specifying ChartField Request Approver grants the PG-GL-Field Request Approver role.

	Specify Departments and/or Department Tree Nodes
Dept Approval, Level 1 ($0-$1,499)	☐ Add ☐ Remove
Dept Approval, Level 2 ($1,500-$4,999	☐ Add ☐ Remove
Dept Approval, Level 3 ($5,000 and up)	☐ Add ☐ Remove
Dept Budget Approval	☐ Add ☐ Remove
Projects	
Project Pre-Approval	☐ Add ☐ Remove ☐ Add ☐ Remove ☐ Add ☐ Remove
Specify Departments, Department Tree Nodes and/or DeptID Range	
ChartField Request Approver	☐ Add ☐ Remove

SECTION D: CHARTFIELD SECURITY ACCESS (ROW LEVEL SECURITY)

MODEL RLS ACCESS AFTER EXISTING USER (optional)

Print Name: **NetID:**

Row Level Security indicates the data that you will be able to view online and in reports. General ledger, Budget ledger, and Grants information are limited by your row level security access.

You may specify a tree node to grant access for multiple departments. The Department Tree Mapping reference document defines the available tree nodes and underlying departments.

Only indicate project access for projects that are not owned by the departments that you have listed below. Department access automatically grants access to all projects owned by those departments. The Dean's Office that owns any projects specified will be contacted for approval prior to granting access.

Specify Departments or Department Tree Nodes	☐ Add ☐ Remove ☐ Add ☐ Remove ☐ Add ☐ Remove
Specify Projects	☐ Add ☐ Remove ☐ Add ☐ Remove ☐ Add ☐ Remove

ESAF Systems General Security Access Form

SECTION E: FACILITIES ACCESS (PLEASE CHOOSE ONLY ONE ROLE)
- Roles with Asterisk (*) includes Facilities Connect Service Request Workflow Approval –if Workflow is needed, please fill out Workflow section below with appropriate Departments or Tree Nodes

Model Facilities Connect Access after Existing User

Print Name: **NetID:**

ADD | DEL | FACILITIES CONNECT ROLES – SPACE MODULE

ADD	DEL	Role	Description
☐	☐	Read Only*	View only access to space information
☐	☐	Department Data Steward*	Edit and verify space information details, approve department assignment change requests and review the Space Validation process
			*There can only be one Department Data Steward per unit/school. Facilities must approve this role assignment. Send this completed form to facilities.connect@northwestern.edu for approval prior to sending to FOIT. Specify NUFinancials DeptID(s) in Department Data Administrator/Steward section below.
☐	☐	Department Data Administrator*	Edit and verify space information details, complete the yearly Space Validation process ***Specify NUFinancials DeptID(s) in Department Data Administrator/Steward section below.**

*Department Data Administrator/Steward – specify DeptID(s); attach a separate list if needed

Specify Departments	☐ Add ☐ Remove	
	☐ Add ☐ Remove	
	☐ Add ☐ Remove	

ADD | DEL | FACILITIES CONNECT ROLES – OPERATIONS AND MAINTENANCE, CAPITAL PROJECTS MODULES

ADD	DEL	Role	Description
☐	☐	O&M – General Requestor	Create and inquire on Facilities Service Requests **(All Users Have this Role by Default; Only choose if removing another Role from a user and adding no others.)**
☐	☐	O&M – General Requestor – Approver*	Create and inquire on Facilities Service Requests and are able to approve Facilities requests against designated Chart Strings
☐	☐	O&M - Department Financial Administrator*	View all service requests, work tasks and associated financial information. View capital project information for assigned projects.

WORKFLOW (PROVIDES ACCESS TO APPROVE FACILITIES CONNECT SERVICE REQUESTS)

Model Facilities Connect Access after Existing User:

Print Name: **NetID:**

Specify NUFinancials Departments or Department Tree Nodes (for more than 3, please provide on separate sheet)	☐ Add ☐ Remove	
	☐ Add ☐ Remove	
	☐ Add ☐ Remove	

ESAF Systems General Security Access Form

| **MODEL GRANTS ROLES AFTER EXISTING USER (optional)** |
| **Print Name:**   **NetID:** |

Office for Sponsored Research (OSR) data contains confidential information. The technical, programmatic, and budgetary details of an individual proposal are confidential and the contents of a proposal may not be disclosed without the prior written approval of the proposal's PI. Any authorized university user may otherwise access proposal data elements such as the proposal title, amount requested, and period of performance without obtaining the PI's approval. Aggregate proposal data may be reported in accordance with the restrictions set forth in the remainder of this Agreement. Researcher social security numbers and employee IDs are confidential and may only be disclosed to units who are administering the proposal or award.

By signing this request you agree to the following provisions. You will not provide others with unlimited access to OSR data without prior approval of OSR. You will not seek personal benefit or permit others to benefit personally from information contained in any OSR dataset. You will not divulge the contents of any record or report to any person except in the conduct of your work assignment and in accordance with University and departmental policies. You acknowledge OSR as the data collection source when making any permitted disclosures of OSR data. You understand that OSR provides all data without warranty. You are obligated to inform OSR of any problems detected in the OSR data as soon as possible. You will not include or cause to be included in any record or report a false, inaccurate, or misleading entry. You will not divulge IDs or passwords to anyone.

CERES General Access

| Research Administrator | ☐ Add ☐ Remove | Department Approver (Please coordinate additional delegation approval with Sponsored Research) | ☐ Add ☐ Remove |
| | | Research Portal Sponsored Salary Access | ☐ Add ☐ Remove |

CERES Report Access

| COGNOS: Report User (CAFÉ_IE_RESEARCH_FACULTY) | ☐ Add ☐ Remove | Cognos Self Service | ☐ Add ☐ Remove |

List NUFinancials DeptID, add a separate list if needed.

Specify DeptID(s)	☐ Add ☐ Remove
	☐ Add ☐ Remove
	☐ Add ☐ Remove

ESAF Systems General Security Access Form

SECTION G: NUPlans

MODEL NUPLANS ROLES AFTER EXISTING USER (optional)
Print Name: **NetID:**

NUPlans is specialized software used for annual budget preparation and forecasting process. The two separate systems, *Budget* and *Forecasting*, is built on a Cognos TM1 platform that will provide for better planning and analysis of budget data as well as security and workflow options.

NUPlans Budgeting Roles

Prep File	☐ Add ☐ Remove	General	☐ Add ☐ Remove	Planner	☐ Add ☐ Remove	Grants	☐ Add ☐ Remove
Commitments	☐ Add ☐ Remove	Reports	☐ Add ☐ Remove	Create Version 2	☐ Add ☐ Remove	Create Version 3	☐ Add ☐ Remove
Salary	☐ Add ☐ Remove	Salary - Confidential	☐ Add ☐ Remove				

NUPlans Budgeting Data Access

Budget Grouping	Access (Edit, Submit, View)	Department	Project	Excluded Project Flag	Salary Account Access

NUPlans Forecasting Roles

Prep File	☐ Add ☐ Remove	Forecast	☐ Add ☐ Remove	Grants	☐ Add ☐ Remove	Tuition	☐ Add ☐ Remove
Reports	☐ Add ☐ Remove	Salary	☐ Add ☐ Remove				

NUPlans Forecasting Data Access

Budget Grouping	Access (Read or Write)	Department	Project	Excluded Project Flag

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Financial system users at all levels of the organization are charged with responsibility for ensuring that prescribed guidelines and policies are followed when conducting business at the University. The policies outlined in Standards for Business Conduct include confidentiality of University financial data, proper accounting and use of University assets, in addition to policies on purchasing, travel and entertainment, and other business activities. See: http://policies.northwestern.edu/docs/StandardsforBusinessConduct.pdf.

By submitting this request, the user and department head affirm that they are aware of and will comply with University business guidelines and policies referenced in the Standards for Business Conduct and all other applicable policies. The user also affirms compliance with all NUIT policies. Access may be changed or revoked at any time. NUIT policies are available for review at http://www.it.northwestern.edu/policies.

Dean's office signature authorizes all access including cross department security.

REQUIRED APPROVALS

Applicant

Print Name: **Email:**

Signature: **Date:**

Applicant's Department Head	**Print Name:**	
	NetID:	
☐ **Request Approved**	**Email:**	
☐ **Request Denied**	**Signature:**	**Date:**

By signing this form, the Dean's Office authorizes *all* access indicated on the request form. If you are authorizing access to departments or projects that are controlled by other Deans' offices, please validate requests with those entities before authorizing access with your signature.

Dean's Office	**Print Name:**	
	NetID:	
☐ **Request Approved**	**Email:**	
☐ **Request Denied**	**Signature:**	**Date:**

FOIT Security Processing		
Date Received:	Date Completed:	Completed By: