



1. USER INFORMATION:

Last Name: First: M.I.: Employee ID #:
Job Title: Effective Date:
Email: Extension:
Dept. Name: Dept. ID #:

2. BUSINESS UNITS:

SFCMP SFPFD SFFDN SFASI SFCSC

3. EMPLOYEE STATUS:

Permanent Temporary* Student Worker* Termination Date:

*Please provide termination date. If no date is provided, account will be terminated in 30 days.

4. SECURITY TRAINING:

FERPA & Protecting Education: Data Security & Privacy: (completion dates)

5. SELECT DASHBOARDS:

All Core FDW Dashboards OR Individual Core FDW Dashboards - Select all that apply:

Financial Reporting Dashboard Transaction Inquiry Dashboard Tree Reporting Dashboard
Sponsored Programs Dashboard FIRMS/GAAP Dashboard

Additional Dashboards - Select all that apply:

Asset Management Dashboard LCD Dashboard

6. SIGNATURE/APPROVALS:

Applicant's Supervisor OR Division/College Administrator: My signature certifies that the named employee requires access to data within CFS to perform their job duties. I understand that it is my obligation to ensure that adequate training is provided to the employee in compliance with State and Federal laws and University policies governing access to information contained in employee, applicant, and student records.

Applicant: Signature: Date:

Applicant's Supervisor: Print: Signature: Date:
Extension: Email: @sfsu.edu