

Request for AIS Access Form

Use: To request, change or revoke access to the Administrative Information System (AIS) for new or existing SIUE employees.

Access: Access the form here: <https://www.siu.edu/its/ais/eforms/index.shtml>

Instructions: Complete the form using the following instructions:

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Effective Date Date changes are requested to be effective.
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Employee Information Section: Provide basic contact information about the employee:

Name Last, first and middle initial.
E-ID E-ID. **800#** Employee's 800#
Department Name Academic department or administrative unit.
Box# Mailbox number. **Phone Number** phone #

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Purpose Section: Click on the type of request

Request Access First time access for a new employee.
Change Access Update access for an employee.
Revoke Access End-date/remove access for an employee

If access revoked, select reason:

Separated from SIUE Transfer to another Unit
Change in Duties Other

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Select Responsibility Section: Check all responsibilities for which you are requesting access.

Fiscal Officer/Delegate Responsible for fiscal activities of the account.

NOTE: The FISCAL OFFICER ATTESTATION form must be on file in Administrative Accounting and the Request for New Account or Request for Account Change must be completed to ensure the Fiscal Officer or Delegate is set up completely in AIS.

General Ledger-Unit Inquiry Non-delegate access to run reports.

Department Receiver Responsible for receiving shipments of goods delivered direct to the departments by vendors.

Department Buyer Responsible for managing purchases orders and releases.

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List Budget Purpose(s): The budget purpose(s) for which this employee will have access

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Administrative Information System Access Agreement Section: Please read this section

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Required Signatures Section (electronic is acceptable):

User Signature/Date Employee must sign/date this form

Supervisor's Name/Phone# Supervisor's name and phone number

Supervisor's Signature/Date: Supervisor must sign/date this form

Fiscal Officer Name/Phone # Fiscal Officer's name and phone number

Fiscal Officer Signature/Date: Fiscal Officer must sign/date this form.

Special Note:

Training is required before access is allowed in AIS. Training access will be set up once this form is received.

To access training:

1. Login to [Blackboard](#)
2. In the **My Organizations** section click on **Administrative Accounting**
3. Click **Training** in the menu on the left
4. Choose **Fiscal Officer Training**

Routing:

Submit this form to: Pat Rausch (prausch@siue.edu) - Administrative Accounting, Box 1002.