Edwardsville Campus End User Instructions

FORM - Request for AIS Access

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

Access: Access the form via the AIS web site, Electronic Forms, Edwardsville campus location. http://www.siu.edu/~ais Form Flow Filler software must be installed on your computer to allow you to access the form. If you do not have FormFlow Filler software, download it from the AIS web page (select Software Downloads, FormFlow Filler).

Instructions: Complete the form using the following instructions: (Unless noted, all fields are **REQUIRED**.)

Type of Request Section: Click on the type of request

New User	First time access for a new employee.
Change/Revoke Responsibilities	Change in access for an existing employee.
Disable User	Disable all access to AIS.
Effective Date	Date changes are requested to be effective. Date Format (DD Mmm YYYY)

Employee Information Section: Provide basic contact information about the employee:

Name of Employee	Employee's name: last name, first name, and middle initial.
University ID	Employee's University ID number.
Department	Employee's academic department or administrative unit.
Mail Code	Employee's mail code or box number.
Phone No.	Employee's telephone number.
E-Mail Address	Employee's electronic mail address.
Existing AIS User ID	Enter if applicable.
Completed By	The person who completed the E-Form.
Phone Number	The phone number for the "Completed By" person.

E-Mail Address   The email address for the Completed By person.

Responsibilities Information Section: Check all responsibilities for which you are requesting access for the employee. Note: The information listed under the Resp # area is for Systems Administration only, please disregard this information.

<u>Note:</u> If selecting Fiscal Officer or Delegate
- The **FISCAL OFFICER ATTESTATION** form must be completed if one is not already on file in Administrative Accounting.
- The **Request for Chart of Accounts/Accounting Flexfield Values** must be completed to ensure the Fiscal Officer or Delegate is set up completely in AIS.

Fiscal Officer   Responsible for fiscal activities of the account.

Delegate   Responsible for delegate activities of the account.

List Budget Purpose No. (s): List the budget purpose values for which this employee will have Fiscal Officer, Delegate, or Department Buyer responsibility.

Department Buyer   Responsible for managing purchases orders and releases.

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

If access revoked, reason:
        Provide the reason(s) for revoking the responsibility; check all that apply:

Transferred to another unit	Separated from SIU
Change in duties	Other

Administrative Information System Access Agreement Section: Please read this section.

Required Signatures Section:

Employee Requesting Access
        Employee must sign this form.

Date   Employee must date this form.

Supervisor's Name   Enter Supervisor's name

Phone Number   Enter Supervisor's phone number

Supervisor's Signature   Supervisor must sign

Date   Supervisor must date

Fiscal Officer Name   Enter fiscal officer's name

Phone Number   Enter fiscal officer's phone number.

Fiscal Officer Signature Fiscal Officer must sign this form for all requests.

Date   Fiscal officer must date this form for all requests.

Special Note:
- The Request for AIS access will be routed through the appropriate business offices for determination of responsibilities.
- Training is required before the employee is allowed to use AIS. The employee will be notified of training sessions. User Ids and passwords are given out at the training sessions. Those responsibilities marked with an asterisk (*) require additional training.

Routing:
Print this form, acquire all signatures, and mail it to: Pat Rausch, Administrative Accounting, Box 1002.