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.siue.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:

    e-ID   **800#** Employee's 800#

    Name   Last, first and middle initial.

    Department Name   Academic department or administrative unit.

    Phone Number   phone #   **Box#**   Mailbox number.

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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

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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 in AIS.

    Power BI Access Only   Access to view Admin. Accounting's Power Bi Dashboards. Does not include Payroll dashboard unless you are listed as fiscal officers or delegate on specific BPs.

    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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Unit Section: List the unit(s) for which this employee will have access. Attach an additional sheet if more unit's are needed. The crosswalk file can be used to look up Units by Budget Purpose.

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Administrative Information System Access Agreement Section: Please read this section
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Required Signatures Section (Digital Signature is required):

User Signature/Date   Employee must sign/date this form

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

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 Admin. Accounting (adminaccounting@siue.edu).