

# Request for AIS Access

## Southern Illinois University Edwardsville

<b>Employee Information</b>	<b>Effective Date:</b>
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e-ID \_\_\_\_\_ Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Department Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Box: \_\_\_\_\_

<b>Purpose</b>
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Request Access

Change Access

Revoke Access

<b>Select Responsibility</b>
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Fiscal Officer / Delegate

General Ledger-Unit Inquiry (Non-Delegate AIS Access)

Power BI Access Only\*

Department Receiver

Department Buyer

\* Does not include Payroll dashboard unless you are also listed as a fiscal officer or delegate on specific BPs.

<b>Unit(s) (The <a href="#">crosswalk file</a> can be used to look up Units by Budget Purpose.)</b>
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_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

<b>Administrative Information System Access Agreement</b>
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By requesting this access, I understand that the use of the SIU Oracle Administrative Information System (AIS) is governed by Illinois Statutes and the policies and regulations of Southern Illinois University. I hereby agree to abide by those provisions. Specifically, I agree that no attempt will be made by me to access any data or system modules other than those I have written authorization to access. Further, I understand that my SIU Oracle AIS account will be used only for authorized SIU business and that personal computing is prohibited. As this system is used to electronically submit and approve financial and other transactions, I understand that protecting the integrity and confidentiality of my system logon account and password are my responsibility. I agree not to share them or otherwise permit access to this system by another individual using my account. I understand that violation of this agreement will result in loss of computer access privileges and may result in legal or other disciplinary action or personal financial liability.

<b>Signatures</b>
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User Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Fiscal Officer Signature: \_\_\_\_\_

<b>Admin. Accounting Use Only</b>
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	Initial	Date
Administrative Accounting / System Admin. Access Granted:	_____	_____
Training Completed:	_____	_____
Initial Password:	_____	