Instructions for completing form NDUS-CND-008

This form is to be used to request access to Financials environments including Query Manager. Please complete this form electronically, to enable it to be emailed and attached to a Help Ticket, as indicated below.

- Indicate the environment that pertains to your request, by placing a check mark on Production or by listing the environment other than Production.
- Indicate the request type needed. (Examples are a request to add a new user, a request to change a user’s access or a request to delete the user’s access.) For requests to Change or Delete a user indicate the Reason.
- Indicate the request date.
- Indicate the requestor’s full legal name, including middle initial. (No nicknames such as Bob for Robert or Judy for Judith.)
- Indicate the requestor’s phone number.
- Indicate the requestor’s Email address.
- Indicate the requestor’s Employee (EmplID) number.
- Indicate the requested date of completion for this request.
- Indicate any Special instructions.
- Indicate if Access to Perform Drawdowns is approved for the requestor.
- Indicate the name of the Primary Permission list. (Examples are NDU_DPDSU, NDU_DPVCSU, etc.)
- Indicate if Expert Entry is approved for the requestor.
- Indicate the exact role names that are required. Indicate if the role(s) is to be added or deleted.
- Indicate if this request is for Query Manager for Financials. (If yes, a NDUS-CND-018_Query Statement of Understanding form must be completed and submitted.)
- Requestor’s signature is required. (If an electronic signature is not available, enter the requestor’s name.)
- Indicate that Data Privacy training has been completed. (This will be verified by Campus Access Control Officer.)
- Indicate that a NDUS-CND-018_Query Statement of Understanding form has been completed if Query Manager is being requested.
- Signature of approval must be provided by the Department Head before it is sent to the Campus Access Control Officer for approval. (If an electronic signature is not available, enter the Department Head’s name.)
- When the form has been completed and approved, the Campus Access Control Officer will:
  a. Sign the form electronically or indicate approval by entering his/her name on the form.
  b. Indicate that the required Data Privacy training for has been completed.
  c. Indicate that the required Query training has been completed. (Required only if requesting Query Manager)
  d. Complete a Help Ticket and attach this completed form to the Help Ticket.
  e. Assign the Help Ticket to the NDUS Security group.
  f. If not approving, notify the requestor.
- When the request has been processed, the user will be notified by email by the NDUS Security group and the originator of the Help Ticket will be notified by email.