

# UNIVERSITY OF HAWAII

## FMIS SECURITY FORM

### User Profile Definition

DATE: \_\_\_\_\_

<b>Section A – Applicant Information</b>											
FMIS ACCESS <input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Delete: Employee leaving UH? <input type="checkbox"/> Yes <input type="checkbox"/> No											
APPLICANT'S NAME (Last Name, First Name, Middle Initial)						UH Number <span style="float: right; font-size: small;">to find your UH Number <a href="http://www.hawaii.edu/account">http://www.hawaii.edu/account</a></span>					
DEPARTMENT: _____						EXISTING RACF ID			UH Username		
CAMPUS ADDRESS: _____						<b>EMPLOYMENT TYPE</b> <input type="checkbox"/> Regular <input type="checkbox"/> Student <input type="checkbox"/> Casual <input type="checkbox"/> Other			<b>OPERATOR TYPE</b> <input type="checkbox"/> Fiscal Officer/Business Office <input type="checkbox"/> eFMIS/Dept Inquiry only <small>\$P035 - (excludes payroll &amp; ARS)</small> <input type="checkbox"/> eFMIS/Dept Inquiry with Payroll <small>\$P037 - (excludes ARS)</small> <input type="checkbox"/> Central Office: _____ <small style="text-align: right;">Operator Group</small>		
CITY: _____ STATE: _____ ZIP CODE: _____											
TELEPHONE: _____											
E-MAIL ADDRESS: _____											
<b>Section B - Account Access:</b>											
BY ACCOUNT ATTRIBUTE(S): Complete for controlled access by account attribute(s).											
ACTION <small>(Add, Del)</small>	SYSTEM <small>(FRS,SCO)</small>	ACCESS TYPE <small>(Access, Inquire)</small>	DIVISION	SCHOOL	DEPT	SUB DEPT	EXEC LEVEL	FUND GROUP	PURPOSE	FO CODE	REPORT CONTROL
<b>Section C - Basic FMIS Inquiry</b>						<b>Section D – Other</b>					
Action <input type="checkbox"/> Add New <input type="checkbox"/> Change Existing FMIS Default values: Default Campus: _____ Default FO Code: _____ Default VPS Printer: _____						Action <input type="checkbox"/> Add <input type="checkbox"/> Delete Budget Update (screen 10) <input type="checkbox"/> Add <input type="checkbox"/> Delete Community College E & E (screens 39/39A) <input type="checkbox"/> Add <input type="checkbox"/> Delete SCOPIS Inquiry Only <input type="checkbox"/> Add <input type="checkbox"/> Delete SCOPIS Adds & Changes (Form 6 & 25) + Inquiry					
Action <input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete PageCenter Mailbox(s): _____						<b>Section F – Departmental Checking</b>					
<b>Section E – eFMIS</b>						Action <input type="checkbox"/> Add <input type="checkbox"/> Delete FO Inquiry Only <input type="checkbox"/> Add <input type="checkbox"/> Delete Reconciler <input type="checkbox"/> Add <input type="checkbox"/> Delete Custodian					
~ ePurchasing ~ eInventory ~ Data Warehouse ~ eDeposits ~ eFAS ~ eCGS  FOs can add, update or delete users in 'Maintain Users' on the eFMIS site <a href="http://www.hawaii.edu/fmis">http://www.hawaii.edu/fmis</a>						Action <input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete Bank Number(s): _____					
<b>Section G – Fiscal Officer Approval</b>											