

UNIVERSITY OF OTTAWA  
 Request for access to Financial System  
 Researchers and assistants

**Note:** Requests for access must be renewed every time a person assumes a new position at the University requiring access to the financial system. Please print, send the form, duly completed and signed, to Information Technology by email at [itscs@uottawa.ca](mailto:itscs@uottawa.ca).

1. Type of Request			
New request access	Access modification	Add access	Remove access

2. User Identification		
Last name	First name	Employee number (e.g. : 1000XXXXXX)
Faculty, service, school	Department	Phone / ext.
Position Title	Email	If term employment, give termination date (mm/dd/yyyy):

3. User roles (this section is used to indicate the roles required)	
General ledger	
Finance reporting (FAST)	Finance reports – FTR541 S/D (WebFocus)
View salary details	Myresearch

4. Fund and organization number	
Fund	Organization

5. Declaration	
<p><b>All University of Ottawa employees with administrative responsibilities must abide by the following rules:</b></p> <p>6. <i>I will respect the confidentiality of information received in the course of duty and I will not use it for my personal gain.</i></p> <p>7. <i>I am responsible to retain the confidentiality of my personal computer passwords. I will not pass them on to anyone else under any circumstance.</i></p> <p>8. <i>I will only access the account provided to me by the University and I will respect all the attached restrictions.</i></p>	
<p>_____</p> <p><i>Signature (requester)</i></p>	<p>_____</p> <p><i>Date (mm/dd/yyyy)</i></p>

**6. Authorization**

\_\_\_\_\_  
*Principal researcher or dean*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date (mm/dd/yyyy)*

**7. Information Technology**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date completed (mm/dd/yyyy)*