

Planning Access Request Form

Part 1. Identification Information (please print)

This is a request for: New Access Delete Access Change Access

Full Name (include middle initial): _____

School/Responsibility Center: _____

University phone#: _____ Department: _____

E-mail address: _____

Intramural address: _____ Mail code: _____

Penn ID#: _____ PennKey: _____

I understand that this gives me access to administrative computing resources for my exclusive use and support of my work as an employee of or contractor to the University of Pennsylvania. I understand that this access is controlled by my password. I take responsibility for changing my password on a regular basis and for maintaining the secrecy of my password. I understand that I am responsible for anything done on administrative computing resources with my login ID. I take responsibility for maintaining the confidentiality of University information.

Required Signatures:

Requestor: _____ Date: __/__/__

Supervisor: _____ Date: __/__/__

Training Verification: _____ Date: __/__/__

School/Center Access Administrator: _____ Date: __/__/__

Budget Office: _____ Date: __/__/__

Part 2. Requested Access - Planning

| | | | | | |
|-----------------------------|---------|-----|-----------|-----|-------------|
| Revenue and Expense | Planner | OR | View Only | OR | Interactive |
| Salary Payments by Employee | Access | | OR | | No Access |
| For Org Parent OR Org | ___ | ___ | ___ | ___ | |

Part 3. Completed Access - Planning: TO BE COMPLETED BY SYSTEM ADMINISTRATORS

| | | |
|------------------------|------------------------|-------------------------------|
| ___ Confirm PennKey | ___ Add to LDAP | ___ Confirm Access |
| ___ Provision in HSS | ___ Add to Group | ___ Provision: Business Rules |
| ___ Provision: Reports | ___ Provision: Essbase | ___ Add to PennPlan ORG |
| ___ Add to Reports | ___ Notify User | ___ Add to Listserv |

Send completed forms to:

Planning Access Request
Office of Budget and Management Analysis
710 Franklin Building
3451 Walnut Street
Philadelphia, PA 19104-6205

Forms are available at:

www.finance.upenn.edu/forms/Planning_access_form.pdf