

# Fund/Org Access Request Form Instructions

Click on box "Submit a New Request"

Fund/Org View Request Form

Administration

End User

This form is for requesting or removing VIEWING access to a fund/org. **Please do not use this form to request authorization for posting.**

Three different types of requests can be created here (each must be made separately):

1. Request to Add Viewing Access - for adding 'viewing' access to whichever funds and orgs are selected
2. Request to Remove Viewing Access - for the removal of 'viewing' access to whichever funds and orgs are selected
3. Request Master Fund/Org Access - **reserved for Finance personnel only.** This level of authorization will grant 'viewing' access to ALL active orgs and funds

**If you are requesting to add multiple ORGs in one request, all ORGs must have the same Budget Manager.**

If you run into any issues with submitting this form, please contact Kathleen Spence (592-4085 or kspence@liberty.edu).

Your Current Requests

Submit A New Request

Go Actions

You **MUST** submit a new form for **EACH** Fund/Org combination you are requesting because each Org has a different approval queue and must route to the appropriate approver to grant permissions

Once you have answered all the questions, click the box "Save All Answers" and then, "Submit All Answers"

Choose Your Submission:

Choose "New Submission" to begin a blank submission

New Submission

Please Answer the Questions Below

Who is this request for? Provide the employee's username (example: jsmith) and then click "Save All Answers". \*

Save All Answers

Home

Submit All Answers