

# Vista Plus User Access Request

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Department (Number/Name): \_\_\_\_\_

CSUID: \_\_\_\_\_ EName: \_\_\_\_\_

## **Statement of Use and Understanding**

I understand that reports available through the Vista Plus Report Management System are confidential and that the access I am requesting is required to perform my job duties and responsibilities. I understand that individuals working with University records hold a position of trust and must recognize the responsibilities of preserving the security and confidentiality of the information. I agree that I have read and understand the I.T. Security and Acceptable Use policies of the University and will abide by those policies. I understand that misuse will result in the revocation of my access. If I terminate employment with the University, and/or if I terminate employment with the department or change job duties within the department through which I am now requesting access, the access granted to me will terminate. If I require access in a new department or position, I must repeat this process.

\_\_\_\_\_  
Requestor Signature

\_\_\_\_\_  
Date

**Provide Access As Indicated**     **Remove Access As Indicated**     **Remove All Access**

## **Human Resource Systems Reports (Routing: #1 below)**

- HR department reports  
 Other: Specify report name and justification \_\_\_\_\_  
\_\_\_\_\_

## **Financial Systems Reports (Routing: #2 below)**

Campus user:

- Campus

Central Office user:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Accounts Receivable | <input type="checkbox"/> Cashier             | <input type="checkbox"/> Property           |
| <input type="checkbox"/> Accounts Payable    | <input type="checkbox"/> Financial Reporting | <input type="checkbox"/> Purchasing         |
| <input type="checkbox"/> Budgets             | <input type="checkbox"/> Library             | <input type="checkbox"/> Research Services  |
| <input type="checkbox"/> Bursar              | <input type="checkbox"/> Payroll             | <input type="checkbox"/> Sponsored Programs |
| <input type="checkbox"/> Campus Services     | <input type="checkbox"/> Plant Funds         |   |

## **ARIES System Reports (Routing: #3 below)**

- Specify report name(s) and justification \_\_\_\_\_  
\_\_\_\_\_

- Signatures required on page 2

# Vista Plus User Access Request

\_\_\_\_\_  
Supervisor (Print/Type)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
VP/Dean/Director (Print/Type)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Authorization Routing

No.	Data Area	Data Authority	Authorized Signature	Date
1	Human Resource Systems	Carolee Davis		
2	Financial Systems	Connie MacNaughton		
3	Student Systems	Chris Seng		
4	Information Systems IT Scheduling Fax: 491-7548	Debra Pando		

I.S. Implementation
I.S. Vista Plus Administrator
Date: