

Employee Name			
Agency			
Employee Location Address			
Employee Telephone		Employee Fax number	
E-Mail Address			

Step 1 - Select the change requested: New User Revision Termination

Step 2 – Select program access:

<input type="checkbox"/> Agency Super User Access- (This person will have access to ALL CSC funded programs within the agency with the checked modules in “Select Modules” below).
<input type="checkbox"/> Agency Limited Access User- (This person will receive access to only the programs listed in “Specified Programs” and the modules in “Select Modules”

Specified Programs:

1.	3.
2.	4.

Step 3 – Select Modules:

<input type="checkbox"/> Workflow Administrator – Provides user with access to all fiscal workflow chain administration functions and reports.
<input type="checkbox"/> Workflow Chain Set-up – The agency and CSC will have separate set-up screens and will not be able to view the others setup structure. The agencies will be responsible for the setup of their chains.
<input type="checkbox"/> Workflow Search and Replace – This view will allow the administrator to replace one user with another in all chains that the user is in.

*Please Note: User access and roles in the workflow approval chains for **budgets, budget amendments, and reimbursements** are assigned by a designated Workflow Administrator or by the SAMIS helpdesk.

Step 4 – Select a Whole Report Group or Individual Reports:

Report Groups	Individual Reports
<input type="checkbox"/> Budget Report Group —Gives the user all budget reports listed to the right.	<input type="checkbox"/> Budget Amendment Detail <input type="checkbox"/> Program Budget <input type="checkbox"/> Individual Salary and Fringe <input type="checkbox"/> Three Year Budget Expense <input type="checkbox"/> Original Budget Salary and Fringe
<input type="checkbox"/> Reimbursement Report Group – Gives the user all reimbursement reports listed to the right.	<input type="checkbox"/> Reimbursement Detail <input type="checkbox"/> Summary Reimbursement <input type="checkbox"/> Summary GL Reimbursement
<input type="checkbox"/> Adjustments Report Group – Gives the user all adjustments reports listed to the right.	<input type="checkbox"/> Adjustment Detail <input type="checkbox"/> Adjustment Summary
<input type="checkbox"/> Workflow Report Group – Gives the user all workflow reports listed to the right.	<input type="checkbox"/> Workflow Approval Chain by Program
<input type="checkbox"/> Funding Report Group – Gives the user all funding reports listed to the right.	<input type="checkbox"/> Other Funder <input type="checkbox"/> Sources of Revenue Summary <input type="checkbox"/> Sources of Rev. Sum. Narrative

Agency Authorizing Signature: _____ Phone _____
 Title: _____ Date _____

Date Changed:	Initials:	<input type="checkbox"/> SAMIS <input type="checkbox"/> E-mail <input type="checkbox"/> Mailing List	Code1:
---------------	-----------	--	--------