

# System Access Request Form

## HR & Finance Divisions

Employee Name Employee # Start Date

Department Position Title

Supervisor Network ID

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### Lawson

Portal Microsoft Add-Ins

Access should mimic

### BI Reports (WebFocus)

Security Group

### Shared Drives

### DocFinity

DocFinity Access

Folder

Folder

Folder

Access should mimic

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Authorization: I authorize the above named individual access as indicated above. I have reviewed the confidentiality policy with this employee and the employee agrees to all policy procedures.

Requester Supervisor Date

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### Financial Systems Use Only

Security Update:

Department Roles:

Batch Role:

Portal Bookmark Role:

Self Service:

Company Role:

Add-Ins:

Profile

Portal Role

Access Flag

Product Line:

HRIS/Financial Systems Approval:

Date