Bowie State University PeopleSoft Data Security
Data Access Request Form

**Note: Please supply all requested information. All forms being submitted must be original. Incomplete forms will not be processed.
To avoid delay, please complete the entire form and ensure that it is properly signed prior to submission. Thank you.**

			SSN Last Four Digits Only:			
Last Name:	**First Name:**	**MI:**				

Department:	**Job Title:**

Email Address:	**Office Location:**
Office Phone:	**Office Fax:**
Supervisor's Name:	**Supervisor's Signature:**

Please list the business processes that necessitate your access to the BSU PeopleSoft System:
(If this section is not completed access will be denied.)

☐ *(Financials Only)* **I am a Requester for Dept. # _____ and _____ is my Approver.**

☐ *(Financials Only)* **I am an Approver for Dept. # _____ and _____ is my Requester.**

☐ **Other: _____**
I have entered all the required information and agree to abide by Bowie State University's Security Policy of Access and Data Protection for the ethical use of data.

Employee Signature	**Date**

Please check the role(s) that you wish to grant/revoke for this user.

HUMAN RESOURCES

Roles	Grant	Revoke	Roles	Grant	Revoke
Administrative Assistant	☐	☐	Payroll Administrator	☐	☐
Benefits Coordinator	☐	☐	Payroll Reg. Empl. Exempt – Web Time	☐	☐
Budget Access for Financials	☐	☐	Payroll Reg. Empl. Non Exempt – Web Time	☐	☐
Director	☐	☐	Payroll Contractual Empl. – Web Time	☐	☐
Manage Faculty Events User	☐	☐	Payroll Supervisor – Web Timesheet	☐	☐
Manager for Compensation and Benefits	☐	☐	Policy Administrator	☐	☐
Manager for Employment	☐	☐	Specialist	☐	☐

Data Steward Signature:	Date:
VPAF or President's Approval Signature:	Date:

DIT SECURITY INFORMATION   **Date Received:_____**

User ID:	Date Action Completed:	Security Officer Name:	Security Officer Signature:

VPIT or President's Approval Signature:

FINANCIALS

Roles	Grant	Revoke	Roles	Grant	Revoke
Accounts Payable Manager	☐	☐	Pay Cycle Approver	☐	☐
Asset Accounting	☐	☐	PeopleSoft User	☐	☐
Asset Property	☐	☐	PeopleTools 2-Tier Query	☐	☐
Budget Data Entry	☐	☐	Procurement Officer	☐	☐
Budget Inquiry	☐	☐	Query Manager	☐	☐
Budget Officer	☐	☐	Query Viewer	☐	☐
Buyer	☐	☐	Requester	☐	☐
Central Receiving	☐	☐	Requisition Approver	☐	☐
GL Accountant	☐	☐	Run Custom BW Jobs	☐	☐
GL Accounting Clerk	☐	☐	Vendor Update	☐	☐
GL Manager	☐	☐	Voucher Entry	☐	☐
Load Interfaces	☐	☐		☐	☐
Grants Time and Effort - Employee	☐	☐	Grants Time and Effort - Faculty	☐	☐

Data Steward Signature: Date:

VPAF or President's Approval Signature: Date:

DIT SECURITY INFORMATION   Date Received:_____

User ID:	Date Action Completed:	Security Officer Name:	Security Officer Signature:

VPIT or President's Approval Signature:

STUDENT ADMINISTRATION

Admissions Roles	Grant	Revoke	Admissions Roles	Grant	Revoke
Admissions Director	☐	☐	Admissions Maintenance	☐	☐
Admissions Associate Director	☐	☐	Admissions Staff	☐	☐
Admissions Counselor	☐	☐	Admissions Standard	☐	☐
Admissions Recruitment Manager	☐	☐	Admissions Student Worker	☐	☐

Student Records Roles	Grant	Revoke	Student Records Roles	Grant	Revoke
Student Records Faculty	☐	☐	Student Records Generalist	☐	☐
Student Records Dean	☐	☐	Student Records Off Campus Coordinator	☐	☐
Student Records Department Adm. Asst.	☐	☐	Student Records Super User	☐	☐
Student Records Department Chairs	☐	☐	Student Records Tree Manager	☐	☐
Student Records Campus Safety	☐	☐	Student Records Dean of Students	☐	☐
Student Records Student Affairs	☐	☐	Student Records Financials	☐	☐
Student Records Instructor	☐	☐		☐	☐

Financial Aid Roles	Grant	Revoke	Financial Aid Roles	Grant	Revoke
Financial Aid Administrative Assistant	☐	☐	Financial Aid Other Director	☐	☐
Financial Aid Associate VP	☐	☐	Financial Aid Super User	☐	☐
Financial Aid Counselor	☐	☐	Financial Aid Super User Director	☐	☐
Financial Aid Inquiry	☐	☐	Financial Aid Specialist	☐	☐
Financial Aid Loan Specialist	☐	☐		☐	☐

Student Financials Roles	Grant	Revoke	Student Financials Roles	Grant	Revoke
Student Financials Bursar	☐	☐	Student Financials Accounting Associate	☐	☐
Student Financials Accounting Clerk 1	☐	☐	Student Financials Accounting Clerk 3	☐	☐
Student Financials Cashier	☐	☐	Student Financials Controller 1	☐	☐
Student Financials External	☐	☐	Student Financials Enrollment	☐	☐
Student Financials Student Worker 1	☐	☐	Student Financials Keypad	☐	☐

Data Steward Signature: Date:

VPAF or XRCC1Rtqxqw)u'Crrtqxcrll gpcwtg: Date:

DIT SECURITY INFORMATION   Date Received:_____

User ID:	Date Action Completed:	Security Officer Name:	Security Officer Signature:

VPIT or President's Approval Signature: