

Budget Office User Access Request Form

Use: To request access to any system located in the Intra-Campus Information System section of the Budget Office web page.

Instructions: Complete the form using the following instructions:

Box 1: Access requested

Select the kind of access:

New Access – New access for users who currently don't have access.

Change Access – For users who already have access and need to change their access rights. (E.g. moving from one department to another but need access to different units/accounts)

Remove Access – For users who have left a department or the University and no longer need access.

Name – Enter the first name and last name of the user requesting access.

E-mail Address – Enter the e-mail address of the user requesting access.

Campus Department – Enter the campus department of the user requesting access.

Telephone Number – Enter the telephone number of the user requesting access.

Box 2: System access

First, select the system(s) for which the user needs access: Multiple systems may be chosen.

PLABIS – Requests access to the Planning and Budget Information System (PLABIS). PLABIS is used to review current account information. (Access may be given using any of the access types below)

State Budget (Reappraisal/Original) – Requests access to the State Reappraisal and Original State Budget Systems. (Access to this system is only given to the Vice Chancellor areas and the Dean/Director areas under the Provost)

Non-State Budget (Reappraisal/Original) – Requests access to the Non-State Reappraisal and Original Non-State Budget Systems. (Users cannot use the Budget Purpose access type below for this system)

Next, select the type of access: Only one selection may be chosen per user. Please decide which type of access is best suited for the user's needs.

All Units within the Vice Chancellor or Dean/Director – Select this option for users who need access to every Budget Purpose within the Vice Chancellor, Dean or Director Area. This option requires Vice Chancellor approval.

Area – Enter the Vice Chancellor, Dean or Director Area name

Budget Office User Access Request Form

All Units within a Unit Code range – Select this option for users who need to access every Budget Purpose within multiple units that exist in a continuous range. This option requires Unit Officer approval or higher.

Low Unit of the range – Select the lowest Unit in the range

High Unit of the range – Select the highest Unit in the range

Specific Unit Codes – Select this option for users who need to access every Budget Purpose within multiple units that do not exist in a continuous range. This option requires Unit Officer approval or higher. (Maximum number of Units is limited to 15)

Enter the Units separated by commas in the box provided

Specific Budget Purposes (May only be used for PLABIS access) – Select this option for users who need to access one or multiple Budget Purposes but may not need access to the entire unit. This option requires Fiscal Officer approval or higher. (Maximum number of Budget Purposes is limited to 15)

Enter the Budget Purposes separated by commas in the box provided

Box 3: Access approval

User (from Box 1) – The user should digitally sign and date the form.

Fiscal Officer (Required for the PLABIS system) – The Fiscal Officer should digitally sign and date the form acknowledging the user may view the requested information.

Unit Officer – The Unit Officer should digitally sign and date the form acknowledging the user may view the requested information.

Dean/Director (Required for the State or Non-State Reappraisal and Original Budget Systems) – The Dean/Director should digitally sign and date the form acknowledging the user may view the requested information.

Vice Chancellor (Required for the State or Non-State Reappraisal and Original Budget Systems) – The Vice Chancellor should digitally sign and date the form acknowledging the user may view the requested information. For areas under the Provost, this is a required field.

Budget Director – The Budget Director will sign and date the form after all requirements have been met. This is required for all access types.

Routing:

Obtain digital signatures from each required level and forward to the Budget Office (budgetbaa@chanc.siu.edu) for processing. (**NOTE:** All areas that report to the Provost should forward the form to pvcapprovals@siu.edu for Provost's approval before forwarding to the Budget Director.)

For information on electronic signatures, navigate to <http://eforms.siu.edu>.