

Administrative Systems Access Form

See <http://www.washington.edu/admin/adminsystems> for details

**This section for
UW Technology Use Only**

Requesting User

Name (please print): _____

Employee ID#: _____ - _____ - _____ Phone: _____ Box: _____ UW NetID: _____

Department (please do not abbreviate): _____

Requesting User's Signature: _____ Date: _____

Supervisor

Name (please print): _____

Employee ID#: _____ - _____ - _____ Phone: _____ Box: _____ UW NetID: _____

Department (please do not abbreviate): _____

Supervisor's Signature: _____ Date: _____

Org Code & Authorizing Signatures

Please get the Chair/Dean/Director signature before submitting this form.

Organization code(s): _____

_____	_____	_____	_____
Dept Chair (if applicable)	Printed Name	Department (please do not abbreviate)	Date

_____	_____	_____	_____
Dean or Director (REQUIRED)	Printed Name	Department (please do not abbreviate)	Date

Access

Requesting user requires the following access (check all that are needed). Additional signatures may be required.

BGT – Budgeting System

- State & Grant Inquiry
- Grant Update
- State Update

State Update requires Rebecca Rooney's signature

Rebecca Rooney, Budget Office, Box 359445

FIN & PAS – Financial Accounting & Purchasing

- FIN & PAS inquiries
- Enter Requisitions
- Approve Requisitions

HEPPS – Payroll System

- Department Payroll/General Campus

Send an email request for access to these systems:

*For eProcurement send email to: eprocure@u.washington.edu
For OPUS, ETR & PTR send email to: opushelp@u.washington.edu
For OWLS send email to: askowls@u.washington.edu
For Financial Desktop contact your department ASTRA authorizer*

Your Additional Requirements:

Filing usercode

Primary: _____

Secondaries: _____

Drivers

FIN _____ PAS _____

BGT _____ HEPPS _____

Initial Setup _____

TSAT _____

Drivers _____

SecurID/crn _____

Notify _____

QC: _____

Received in UW Technology: