



User Information

Last Name: _____ First Name: _____ Middle Initial: _____
 CSUB ID #: _____ Email Address: _____ Work Phone: _____
 Department: _____ ☐ Faculty ☐ Staff ☐ Student Worker
☐ New ☐ Change ☐ Inactivate Contact (If other than the user): _____ Effective Date: _____

Access Roles for Departments

☐ Departmental Inquiry

This security role provides all necessary access for department administrative users in Common Finance System, including Data Warehouse solution for Finance system.

☐ ProCard

This security role provides all necessary access for CSUB ProCard user to maintain purchasing information and update card holder transactions..

Access Roles for BAS

(BAS Internal Use Only, Do NOT Request)

☐ Add to Existing Roles

☐ Replace Existing Roles

CFS / Data Warehouse Access		ITS
Management and Support Roles <ul style="list-style-type: none"> <input type="checkbox"/> Controller <input type="checkbox"/> Director (View Only) <input type="checkbox"/> AP Manager <input type="checkbox"/> AR Manager <input type="checkbox"/> GL Manager <input type="checkbox"/> PO Manager <input type="checkbox"/> Budget Office <input type="checkbox"/> Grants Operations <small>Includes Grants & Time Certification process in myCSUB</small> <input type="checkbox"/> Technical Analyst <input type="checkbox"/> Security Administrator 	Operational Roles <div style="display: flex; justify-content: space-between;"> <div> Accounts Payable 1099 <ul style="list-style-type: none"> <input type="checkbox"/> Processor <input type="checkbox"/> AP Banking <input type="checkbox"/> AP Operations I <input type="checkbox"/> AP Operations II <input type="checkbox"/> AP Travel Processor </div> <div> General Accounting <ul style="list-style-type: none"> <input type="checkbox"/> GL Operations I <input type="checkbox"/> GL Operations II <input type="checkbox"/> Pay Cycle Process </div> </div> <div style="display: flex; justify-content: space-between;"> <div> Accounts Receivable <ul style="list-style-type: none"> <input type="checkbox"/> AR Cashier <input type="checkbox"/> AR Dunning <input type="checkbox"/> AR Operations </div> <div> Procurement <ul style="list-style-type: none"> <input type="checkbox"/> PO Buyer <input type="checkbox"/> PO Vendor Receiving <input type="checkbox"/> Receiving <input type="checkbox"/> PCard Setup </div> </div> <div style="display: flex; justify-content: space-between;"> <div> CO Applications <ul style="list-style-type: none"> <input type="checkbox"/> CSU Campus Fees <input type="checkbox"/> CSU Instructional Equipment </div> <div> Student Finance <ul style="list-style-type: none"> <input type="checkbox"/> Student Financials I <input type="checkbox"/> Student Financials II </div> </div>	CMS Financial Share Drive (R Drive) <ul style="list-style-type: none"> <input type="checkbox"/> Read Only <input type="checkbox"/> Read & Write
<input type="checkbox"/> Query Access to Level 1 Confidential Data		

This security role grants user access to level 1 confidential data such as Bank Account number, etc. Please see campus information security data classification for more information. Desktop security review may be required for user's assigned office, and full hard drive encryption may also be applied to user's primary and secondary workstations.

Employee
Signature: _____

All Employees: ☐ I have completed [Required COA Training](#)

Staff / Faculty: ☐ I have read and agreed to the [confidentiality agreement](#)

Student Workers: Please sign and attach the [confidentiality agreement](#)

Department
Manager (MPP)
Signature: _____

Print
Name: _____ Date: _____

Forward to Human Resources

Confidentiality Agreement on file in HR or Student Worker Confidentiality Agreement Attached: ☐ Yes ☐ No Verified By: _____

Forward to Controller's Office

Controller's Signature: _____ Date: _____

From Controller's Office to ITS - Enterprise Applications (E-Apps 101)

If CMS Share Drive (R Drive) is requested, please forward to E-Apps 101 for processing.