



## SECURITY REQUEST FORM - GRANT ACCOUNTS

### 1. New User Information:

Name: \_\_\_\_\_ Ext: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Department: \_\_\_\_\_ Position: \_\_\_\_\_  
Dean: \_\_\_\_\_  
Is FIS User ID temporary?      YES      NO      Expiration Date: \_\_\_\_\_

### 2. Business Unit(s) Required:

Now that you have successfully completed the online training component, please indicate the Business Units you require access to. Please note that you will be granted access to all object and sub-object accounts. Restrictions at this level are not possible.

#### ACCESS REQUIRED TO THE FOLLOWING BUSINESS UNITS:

_____	_____
_____	_____
_____	_____
_____	_____

### 3. Authorization (Grantee):

**\*Must be signed\***

You must have Signing Authority on the Business Unit(s) in order to add/modify existing access to it.

Authorization Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Department: \_\_\_\_\_

**Submit Form To:** Security Administrator by e-mail: [fabs@uwindsor.ca](mailto:fabs@uwindsor.ca) (no faxes or hard copies please)  
If there are any questions while filling out the form, please contact the System Administrator (ext. 2142)

#### SECURITY ADMINISTRATOR (FINANCE DEPARTMENT) USE ONLY

Authorization Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Address Book #: \_\_\_\_\_

☐ User Profile

☐ User Security

☐ Password

☐ Business Units