

## GeorgiaFIRST Financials Security Request Form

Prior to creating the User Profile in the system, Security Administrators need to determine the level of access the user needs and complete a security request form. Additionally, the security request form should be maintained by the institution's Security Administrator.

**Note:** if the user self-registers, a Security Request Form is not needed. However, if something about the User Profile needs to be updated, i.e. roles added or removed, the Security Request Form will need to be created or updated for that user.

For a full list of available security roles, see the GeorgiaFIRST Financials Security Administrator Role Reference Guide located [here](#).

In addition to Security Roles, verify whether-or-not the user's User Preferences need to be updated. For more information, see the Security Administrator User Guide [here](#).

<b>Employee Name:</b>		<b>Employee ID:</b>	
<b>Department/Group:</b>		<b>Job Title:</b>	
<b>Location:</b>		<b>Date Requested:</b>	
<b>Type of Request: (New/Change/ Termination)</b>		<b>Email Address:</b>	
<b>Supervisor Name:</b>		<b>Supervisor Signature:</b>	
<b>Supervisor Phone:</b>		<b>Employee Phone:</b>	
<b>Security Administrator:</b>		<b>Security Administrator Signature:</b>	
<b>Employee Signature:</b>		<b>Date:</b>	
<b>Module Access Required. Please list all Security roles needed for this user.</b>			
<b>List Access Needed Here:</b>			
<b>Will Employee Have Approval Access (Y/N):</b>			
<b>If Yes: What Module(s)?</b> (i.e. Expenses, ePro, Purchasing, Voucher, Journal, etc.)		<b>List Departments/Projects/Categories Responsible for:</b> (i.e. Dept 1234567, Project ABC, IT Approval for ePro, etc.)	
<b>Other Access Required</b> (i.e. Query Access, Reporting Access, Local Security Administration, Tree Manager etc. See appendix for more information.)			
<b>List Access Needed Here:</b>			