Request for AIS Access

SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE

Effective Date: _____

Employee Information Section

Name: Last	First	Middle	E-ID	800#

Department Name _____ Box # _____ Phone Number _____

Purpose

◯ Request Access ◯ Change Access ◯ Revoke Access

If access revoked, select reason:

◯ Separated from SIUE ◯ Transfer to another Unit

◯ Change in Duties ◯ Other _____

Select Responsibility

☐ Fiscal Officer / Delegate

☐ General Ledger-Unit Inquiry (Non-Delegate)

☐ Department Receiver

☐ Department Buyer

List Budget Purpose(s)

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

Attach list if additional space is required for more BP Numbers.

By requesting this access, I undertand that the use of the SIU Oracle Administrative Information System (AIS) is governed by Illinois Statutes and the policies and regulations of Southern Illinois University. I hereby agree to abide by those provisions. Specifically, I agree that no attempt will be made by me to access any data or system modules other than those I have written authorization to access. Further, I understand that my SIU Oracle AIS account will be used only for authorized SIU business and that personal computing is prohibited. As this system is used to elecronically submit and approve financial and other transactions, I understand that protecting the integrity and confidentiality of my system logon account and password are my responsibility. I agree not to share them or otherwise permit access to this system by another individual using my account. I understand that violation of this agreement will result in loss of computer access privileges and may result in legal or other disciplinary action or personal financial liability.

Required Signatures:

User Signature: _____ Date: _____

Supervisor Name: _____ Phone #: _____

Supervisor Signature: _____ Date: _____

Fiscal Officer Name: _____ Phone #: _____

Fiscal Officer Signature: _____ Date: _____

Responsibilities Approved and Assigned:

	Name	Date
Administrative Accounting		
System Admin.		
Training		

Submit Form to Administrative Accounting

Clear Form

03/17/23