

**HARVARD FINANCIAL SYSTEMS SEAS ACCESS REQUEST FORM**

Includes HCOM, Supplier Portal, FedEx, Concur, GMAS, PI Dashboard, General Ledger, and HART

**Requestor Name:** \_\_\_\_\_ **Dept:** \_\_\_\_\_

**New User Name:** \_\_\_\_\_ **HUID:** \_\_\_\_\_

**\_\_\_ HCOM**

ROPPA training certificate required ([LINK](#)). Email the certificate along with this form.

Complete Shopper OR Approver

\_\_\_ Shopper

Provide next approver's HUID \_\_\_\_\_

Provide 33 digit default coding \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

OR

\_\_\_ Approver

Provide next approver's HUID \_\_\_\_\_

Provide 33 digit default coding \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Provide Org(s) for approval \_\_\_\_\_

Indicate approval dollar amount \_\_\_\_\_

**\_\_\_ Supplier Portal**

\_\_\_ **FedEx** Org(s): \_\_\_\_\_

\_\_\_ **Concur** Expense Approver: \_\_\_ Add \_\_\_ Remove

**\_\_\_ GMAS**

Indicate the type of access

1. Standing Team

\_\_\_ Tub 325 Observer \_\_\_ Tub 325 Dept Admin

\_\_\_ Org 28711 \_\_\_ Org 28721 \_\_\_ Org 28731 \_\_\_ Org 28741 \_\_\_ Org 28751 \_\_\_ Org 28761 \_\_\_ Org 28771

2. Indicate the action memos the user should receive

\_\_\_ None

\_ If Tub 325 Dept Admin is checked, Org(s) \_\_\_\_\_

\_\_\_ If one of the area orgs is checked, Root(s) \_\_\_\_\_

**\_\_\_ PI Dashboard**

Please select one or more of the following access parameters

\_\_\_ Org(s) \_\_\_\_\_

\_\_\_ Fund(s) \_\_\_\_\_

\_\_\_ Root(s) \_\_\_\_\_

\_\_\_ Full Account String: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

\_\_\_ **General Ledger (ADIs)** Org(s): \_\_\_\_\_

\_\_\_ HART

HART tools training certificate required ([LINK](#)). Email the certificate along with this form.

HART Dashboards

- \_\_\_ Procure to Pay
- \_\_\_ Grants Management – GMAS access required
- \_\_\_ Travel and Expense Org(s): \_\_\_\_\_
- \_\_\_ Other \_\_\_\_\_

HART Financial Dashboards

1. Pick Content Role

- \_\_\_ Finance General – *Summary level compensation*
- \_\_\_ Finance – Detailed Compensation – *All salary*
- \_\_\_ Finance – Limited Compensation – *Temps, students and post-doc salary*

2. Choose one HART-Segment Role and Specify Value(s)

Select one of the following and fill in ranges, single or multiple values

- \_\_\_ Tub \_\_\_\_\_
- \_\_\_ Org(s) \_\_\_\_\_
- \_\_\_ Fund(s) \_\_\_\_\_
- \_\_\_ Activity(s) \_\_\_\_\_
- \_\_\_ Root(s) \_\_\_\_\_
- \_\_\_ Org+Activity \_\_\_\_\_
- \_\_\_ Org+Fund \_\_\_\_\_
- \_\_\_ Org+Root \_\_\_\_\_
- \_\_\_ Fund+Root \_\_\_\_\_

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

Please e-mail the completed form to [lking@seas.harvard.edu](mailto:lking@seas.harvard.edu), [dlosada@seas.harvard.edu](mailto:dlosada@seas.harvard.edu) and [cummings@seas.harvard.edu](mailto:cummings@seas.harvard.edu)