

Instructions for Oracle E-Business Suite Access Request

Step 1: Requestor: Please complete Part 1 of the Oracle Access Request Form.

Step 2: Supervisor: Please complete Part 2; fill out first column (Activity/Account Number) of Part 4 of the Oracle Access Request Form. Please use the 3rd page for additional Activity/Account Number if needed.

- For NYIT College of Medicine (NYITCOM) users, approval is required from the Director, Finance in NYIT College of Medicine.
- For RA/COS/Temp RA responsibility, VP/Provost approval is required in Part 4.
- Super User Responsibilities are for Financial Affairs and Human Resource offices, fill out Part 3 and get appropriate approvals.

Step 3: The requestor or their supervisor will submit the form to Budget Office to arrange for training. Upon completion of the training, the requestor will have the trainer sign the form.

Step 4: Budget office will validate the Account Number and the corresponding Approver's signature in Part 4, setup or identify a Security Rule, sign and date the Oracle Access Request Form. During this validation the Budget office may have to get back to the requestor for corrections, if any.

Step 5: Budget office will send the completely signed and approved form to Service Central (either by faxing or by scanning/email or by inter-department mail).

Step 6: Based on Oracle Access Request Form, Oracle System Administrator will create/assign the responsibility to the requestor in Oracle E-Business Suite, fill the necessary information, sign and date the form.

Step 7: Once all the work is done, a separate email with Oracle E-Business Suite access credentials will be sent to the requestor via NYIT email.

Please follow the steps above, any steps missed would result in delay and the form would be returned to you.

ORACLE E-BUSINESS SUITE ACCESS REQUEST FORM

(Please read step by step instructions provided on the first page of this form and get all the required signatures before submitting the form to Service Central)

PART 1: Identification Information (please print) (To be completed by Requestor) New Logon ID

This is a request for:

 Delete Logon ID Change Access

Full Name (incl. middle initial & prefix): _____

 Employee Consultant (indicate expiration date MM/DD/YYYY _____)

Department: _____ Bldg/Room # _____

Position Title: _____

E-Mail address: _____ Phone Ext: _____

I understand that this LOGON ID gives me access to administrative computing resources for my exclusive use and support of my work as an employee of or contractor to New York Institute of Technology. I understand that this access is controlled by my password. I take responsibility for changing my password every 90 days and for maintaining the secrecy of my password. I understand that I am responsible for anything done on administrative computing resources with my LOGON ID. I take responsibility for maintaining the confidentiality of University information.

Requestor (REQUIRED)

Sign: _____ Date: (MM/DD/YYYY) _____

Name: _____

PART 2: Requested Access (Requestor's Supervisor must check the appropriate box)Inquiry Only Generate Requisitions Discoverer Reports Purchase Requisition Approver Super User Responsibility Codes RA/COS/Temp RA

(Fill Part 3 below)

(VP/Provost Signature required)**PART 3: Super User Responsibility Codes (Only for Financial Affairs and Human Resource)**Maintenance InquiryMaintenance InquiryGeneral Ledger Human Resource Purchasing Benefits Payables RA/COS View Only Payroll NYIT Image Now (HR Only)ADI Report Manager (Accounting Only)**Send fully approved forms to:**

Service Central
Green Lodge, room 106 / 107
Old Westbury, NY 11568
Fax: 686-1134
Email: servicecentral@nyit.edu

For Training and Budget**Approval Send forms to:**

Budget Office
Gerry House, room 209
Old Westbury, NY 11568
Fax: 686-1335

To request forms:

Email: servicecentral@nyit.edu or Call: 686-1400
http://www.nyit.edu/service_central/helpdesk/forms/

Questions:

Contact Oracle Support (oraclesupport@nyit.edu)

