**Planning & Budget Security Request Form**

e-mail completed form to UM Budget Special Requests

**Date Requested:** Click here to enter a date.

**Requested by:** Click here to enter your name.

***(By entering your name here you are taking responsibility for ensuring proper training of user.)***

**Access requested for: (Please use the Outlook Address Book for user properties.)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Name (Last, First Middle):** | Click to enter Name. | **Employee ID:**  | Click to enter Employee ID. |
|  | **SSOID:** | Click to enter User’s SSOID. | **Email Address:** | Click to enter Email Address. |
|  | **Alias:** | Click to enter User’s Alias |  |  |

**PeopleSoft Budget Access**

**CCM Change User:** [ ]  **Add** [ ]  **Remove**

***(Note to PARS Requester and CBO: Please use PS Access Request System to request CCM Change User Role for budget user and Business Unit wide access should be granted in PeopleSoft.)***

**Hyperion Budget Access**

**FINPLN:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Working/Forecast:** | [ ]  **Write** | [ ]  **Remove** | **Entity Node(s):** Click here to Enter Node(s). |
| **Change:** | [ ]  **Write** | [ ]  **Remove** | **Entity Node(s):** Click here to Enter Node(s). |
| **Core: (S&T/UMSL)** | [ ]  **Write** | [ ]  **Remove** | **Entity Node(s):** Click here to Enter Node(s). |

**SALPLN:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Working:** | [ ]  **Write** | [ ]  **Remove** | **Entity Node(s):** Click here to Enter Node(s). |
| **Change:** | [ ]  **Write** | [ ]  **Remove** | **Entity Node(s):** Click here to Enter Node(s). |
| **Core: (S&T/UMSL)** | [ ]  **Write** | [ ]  **Remove** | **Entity Node(s):** Click here to Enter Node(s). |
| **LRPPLN: (MU ONLY)** | [ ]  **Write** | [ ]  **Remove** | **Entity Node(s):** Click here to Enter Node(s). |
| **FAPPLN: (CBOs ONLY)** | [ ]  **Read** | [ ]  **Remove** | **Entity Node(s):** Click here to Enter Node(s). |
| **BGTRPT: (Reporting Cube)** | [ ]  **Read** | [ ]  **Remove** |  |

***(Note: Change is for mid-year Current Budget Changes Only and usually a limited number have access.)***

**Hyperion Cognos Report Access**

***(Note: Cognos FIN Reports is open to all users automatically)***

|  |  |  |
| --- | --- | --- |
| [ ]  **SALPLN Reports**  | [ ]  **Ad-hoc Report for Users Read Only** | [ ]  **Ad-Hoc Query Write** |

 **Comments:** Click here to enter text.