

Check one :

- | | | |
|--|--|--|
| <input type="checkbox"/> New User | <input type="checkbox"/> Add Access to Current Access | <input type="checkbox"/> Remove Access |
| <input type="checkbox"/> Remove User Account | <input type="checkbox"/> Remove Current Access and Change to | <input type="checkbox"/> Change Supervisor |

Applicant

Name: _____ NSU ID#: N _____
(Print name)

Phone Number: _____ NSU e-mail Address _____@nova.edu

Signature: _____ Date: _____
(I agree to abide by the conditions set forth on the back of this form)

Supervisor

Name: _____ NSU ID#: N _____
(Print name)

Signature: _____ Date: _____
(I agree to abide by the conditions set forth on the back of this form)

Ariba Coordinator:

_____ Date: _____
(Print name) (Signature)

Accounting Access

Default Accounting: _____ _____ _____
Activity Dept/Prog Index

Should Accounting access be restricted? Yes No

* If yes, please list the Accounting access restrictions *

_____	_____	_____	_____	_____	_____
<small>Activity</small>	<small>Dept/Prog</small>	<small>Index</small>	<small>Activity</small>	<small>Dept/Prog</small>	<small>Index</small>
_____	_____	_____	_____	_____	_____
<small>Activity</small>	<small>Dept/Prog</small>	<small>Index</small>	<small>Activity</small>	<small>Dept/Prog</small>	<small>Index</small>

Permissions/Roles

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> Check Request | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Requisition Access | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Travel & Expense Access | <input type="checkbox"/> Other _____ |

Comment _____

Groups

 Comment _____

To be Completed by:

Office of Budget Administration

Comments _____ Date Authorized: _____
 Signature: _____

OIT Use Only

Comments _____ Date request completed: _____
 Completed by: _____

Instructions for Form Completion - Ariba System Access

This form must be used to add a new user account (New Account), add additional access to existing access (Add Access to Current Access), remove access from existing access (Remove Access), delete current access and replace with desired access (Remove Current Access and Change to), change the user's supervisor (Change Supervisor), or terminate an account (Remove User Account) in the Ariba System for an NSU employee.

APPLICANT:

The Applicant must write their name, NSU ID #, phone number, and email address. The Applicant must sign and date the request. Once completed and approved by the appropriate management levels, the request for access should be submitted to the Office of Budget Administration for authorization, who will subsequently forward the form to the Office of Information Technology (OIT) for processing.

SUPERVISOR:

- **Activity Code** = the 2 or 3 digit Activity Code associated with your center/department must be completed. Limited Access should be requested for all non-central administrative personnel.
- **Dept/Prog Code** = the 4 or 5 digit code associated with the Index (Dept/Prog Code) must be completed **if** limited access is requested.
- **Index** = The 6 digit index code that an end user typically uses must be completed **if** limited access is requested.
- **Permissions/Roles** = Check the box for Check Request, Purchase Requisitions, and/or Travel & Expense to give the Applicant access. If desired permission or role is not one of these selections, check the box for Other and list desired access.
- **Groups** = List any groups the Applicant should be enrolled in.

SIGNATURES

Applicant: By signing the front of this form, you agree to abide by university standards covering computer usage, record confidentiality, and/or other policies related to computers and information. You are responsible for the security of the data to which you have access. This includes, but not limited to, your adherence to university and departmental policies regarding access to data; keeping data, data storage devices, and printouts in secure locations; periodically changing passwords; and ensuring your workstation is not accessible to others who do not have legitimate access to it when you are not physically present. Consult the NSU Policy on Acceptable Use of Computing Resources and the NSU Information Security Policy and Procedures Compilation available online at www.nova.edu/common-lib/policies for a more complete resource on university policies. Failure to follow such policies and procedures may result in administrative actions up to and including termination. Data to which you have access in the conduct of legitimate university business may not be used for any other purposes, nor may you pass it on to any other person/entity, in any form, for any purpose other than legitimate university business.

Applicant Supervisor: By signing the front of this form, you acknowledge that the Applicant will have access to certain information that may be proprietary or confidential, based on the requested access. You are responsible for training/monitoring your staff's use of confidential data to help ensure they are conforming to university policy. Consult the NSU Policy on Acceptable Use of Computing Resources available online at www.nova.edu/common-lib/policies for a complete resource on university policies. If the Applicant deviates from such proper use, you will inform the appropriate OHR and/or OIT personnel so that corrective action can be taken. At the termination of duties requiring such access, you will inform the appropriate OIT personnel so that the Applicant's account can be removed from the system.

Ariba Coordinator: By signing the front of this form, you acknowledge that the appropriate authorization from your center/department has been given to create or modify the defined account based on the requested access.

Office of Budget Administration: By signing the front of this form, you acknowledge that the Applicant will have access to certain information that may be proprietary or confidential, based on the requested access. You agree to open an account for the Applicant and give the Applicant access to the information as defined by this form.

Office of Information Technology: By signing the front of this form, you acknowledge that you have completed the request to add, change, or terminate the Applicant, based on the information and approvals provided.