



# DEFINE Departmental User Setup and Modification Request — Instructions

Field Name	Action
<b>Section I</b>	
User Name	Enter the first and last name of the DEFINE user.
Phone Number	Enter the DEFINE user's 4-digit extension. The DEFINE Administrative Services Office will call the individual when DEFINE access has been established.
UT EID:	Enter the University of Texas Electronic Identifier (EID) for the DEFINE user.
<b>EID Activation Requirement:</b> DEFINE access requires activation of the individual's EID and password. This activation process is handled in a class setting by attending the Activate Your EID class (AM540) or by appointment at the DEFINE Administrative Services Office. Please call 458-4556 or 458-4346 for assistance in registering for a class or to make an appointment.	
DEFINE User ID:	Enter the DEFINE User ID (ex. KZABC), if applicable.
Department:	Enter the DEFINE user's department name. <b>NOTE:</b> You can locate the department name (ex. Office of Accounting) by performing a name search in the <a href="#">UTSA Directory</a> .
Supervisor Name:	Enter the first and last name of the DEFINE user's supervisor.
Supervisor Phone:	Enter the 4-digit extension of the DEFINE user's supervisor.
<b>Section II</b>	
Type of Request:	<ul style="list-style-type: none"> <li>• New *DEFINE User: select when requesting access for an individual user.</li> <li>• Transfer (Delete Access from previous department)</li> <li>• Transfer (Access Setup for new department)</li> <li>• Update Existing Access</li> <li>• Delete (*DEFINE access no longer needed)</li> </ul>
Upper Level Approver of Electronic Documents:	<ul style="list-style-type: none"> <li>• If the DEFINE user will also be designated as an upper level approver of electronic documents, select Yes.</li> <li>• If the DEFINE user will not be designated as an upper level approver of electronic documents, select No.</li> </ul>
<b>Section III</b>	
Account/Unit Code Information Criteria:	Enter the 10-digit account number(s) or the 7-digit unit code(s) that the DEFINE user will have access to. <b>NOTE:</b> A unit may contain many accounts. Accounts are assigned to a unit when created by the Accounting Office.
Additional Accounts or Unit Codes:	If necessary, enter additional account or unit codes in this field.
<b>Section IV</b>	
Authorization Level:	Select the DEFINE user's access level for each command. <ul style="list-style-type: none"> <li>• N/A (default option): DEFINE user does not require access.</li> <li>• Create/Update: Access to create, update and view the selected command.</li> <li>• View: Access to view information only for the selected command.</li> </ul> <b>NOTE:</b> See the <b>Document Description</b> column for the command definition.
<b>Section V</b>	
Add or Delete Users as Authorized Signers:	Enter the UT EID of the person to be added or deleted as an Authorized Signer of electronic documents (Upper Level Approver) by selecting add or delete.
<b>Section VI</b>	
If applicable, select the Cognos Reporting Capability access type:	If user's job function requires access to Cognos Reporting, select the desired Cognos access type.
<b>Section VII</b>	
User Acknowledgement:	The user must sign the completed form.
<b>Section VIII</b>	
Electronic Office Manager (EOM) / Account Administrator Authorization	This form must be signed by the Electronic Office Manager/Account Administrator or by a person higher in the reporting chain for the department. Enter the date the request was approved.
<b>Where to send form:</b> Send the original signed form via campus mail to DEFINE Administrative Services, MB 3.108. For urgent request, fax the signed form to 210-458-7434 and send original via campus mail. For assistance call 210-458-4346 or 210-458-4556.	