



DEFINE Departmental User Setup and Modification Request Form

Instructions: Use this form to create a new DEFINE user ID, make changes to, or delete existing DEFINE general administrative actions by a departmental user. Complete the necessary information below, print and obtain required signatures. Send the original signed form via campus mail to DEFINE Administrative Services, MB 3.108. For urgent requests, fax the signed form to (210)458-7434 and send the original via campus mail. For assistance, call 210-458-4556 or see the *DEFINE User Setup and Modification Request – Instructions*.

NOTE: Central user requests (processing roles within Financial Affairs and Purchasing) must be submitted via the DEFINE Central Processing User Setup and Modification Request Form.

Section I: Complete the following fields for the employee requesting access or changes to existing DEFINE access.

User Name (first and last):	Phone Number:
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UT EID:	DEFINE User ID (optional):
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NOTE: EID and password activation is required for DEFINE access.

Department:

Supervisor Name:	Phone Number:
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Section II: Select the request type and enter the applicable account numbers and unit codes.

Type of request:

Upper level approver of electronic documents?

Section III: Enter the 10-digit account number(s) or the 7-digit unit code(s) that the user will have access to.

NOTE: A unit may contain many accounts. Accounts are assigned to a unit when created by Accounting Services.

If necessary, enter additional account numbers or unit codes below:

Section IV: Select the applicable authorization level for each desired document.

Document Description	Command	Authorization
Account Balance Inquiries	GBM	
Appointments & Personnel Information	ANM ACM ARM	
Budget Recommendation	BDL	
Budget Transfers	VT1 VT2 VT3	
Employee & Appointment Information	ALM	
Employee Time Management	ETM	
HRMS Position Documents	JCM JAM	
Inter-Departmental Transfer Vouchers	VT5	
Inventory Module	NVM	
Payroll Vouchers	OV1 OV5	



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Procard Payment Voucher	VP7	
Purchasing (under \$5,000)	PBO PXO	
Purchasing (above \$5,000)	PB4 PX4	
Purchasing State Contract	PB7 PX7	
Purchase Order Payment Requests	VP1	
Service Payment Request Vouchers	VP2 VP3	
Transaction Inquiries	GTM	
Travel Payment Vouchers	VP5	
Travel Request Authorization or Correction to Travel Authorization	VE5 VE6	
Other (enter description):		
Other (enter description):		

Section V: If applicable, enter the employee(s) being added or deleted as Authorized Signers.

Full Name	UT EID	Unit Code	Add/Delete

Section VI: If applicable, select the Cognos Reporting Capability access type.

Select the Cognos access type:

Section VII: User Acknowledgement

By signing below, I understand that I will (a) abide by all policies and procedures of the university in regards to my use of the DEFINE system and (b) I have or will receive training on the functionality for which I am receiving security access to DEFINE.

Signature:

Date:

Section VIII: Electronic Office Manager (EOM)/Account Administrator Authorization

By signing below, I acknowledge the user listed above has the job responsibility to perform the administrative functions as authorized on this DEFINE security access form. I will assure the individual is properly trained and take responsibility to initiate DEFINE security maintenance should the individual no longer have a business reason for DEFINE access, or resigns/terminates his/her employment at UTSA.

Full name:

Signature:

Date:

For DEFINE Administrative Services Use Only

Date Processed:

Comments: