



Please fill out the form online, then print it for signatures.
Request for EAS Access / Existing Access Changes

Use this form for EAS access requests. The completed form should be mailed to **sysuid@gwu.edu**. Be sure to complete all requested information and sign the form before forwarding. Once the new access / access update has been created, the user will receive an e-mail notification with the logon id and password. Please see the Instructions page for questions regarding the completion of this form.

(For detailed instructions please click here.)



Section One – User Information:

- 1.1 Request Date: _____
- 1.2 This is a request for: **New** Logon ID **Add** to Existing Access **Replace** Existing Access **Delete** Logon ID
- 1.3 Existing EAS UserID: _____ 1.6 GW ID: _____
- 1.4 Last Name: _____ 1.7 GWU Email: _____@gwu.edu 
- 1.5 First Name: _____ 1.8 Telephone #: _____
- 1.9 Department: _____
-  1.9.1 Select from the drop-down menu the school or administrative division to which your department belongs (example: CCAS, SEAS, Medical Center, etc.) then click the Select button:
- 1.9.2 Click the Select button to apply the above drop-down list selection:
- 1.10 Title: _____
- 1.11 Location (Street, City, & Room): _____
- 1.12 Supervisor/ Department Head: _____
- 1.13 Supervisor/ Dept Head Telephone #: _____
- 1.14 User Status: GW Employee Consultant or non-paid GW Employee MFA Employee
- 1.15 User Access: Start-Date: _____ End-Date: _____

Note: If the new user is a consultant, student assistant, or temporary employee an End-Date is required.

Section Two –Requested Access:

Use the Sections below to determine the appropriate access level for each business module required.

-  **General Ledger Users:**
- 2.1 GL Access Required?
Enter Journals: All Types (requires approver in step 2.2) Cash Deposits Only (skip to 2.3)
OR View Only GL Access (skip to 2.3)
- 2.2 Journal Approvers: (Journal entry approver must have EAS journal entry access):
Approver Name: _____ Co-Approver Name: _____
-  2.3 Departmental Access Required (list values and check the box to indicate what you are listing):

Organizations	Banner Indexes	Funding Sources	Accounts
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- 2.4 For Core Users (list responsibilities and functions requested)

ADI-upload journals ADI-report wizard GL to Grants drilldown: Full Drilldown
Limited(no labor)

IP (Interdepartmental Procurement) Users: (For detailed instructions please click here)

Note: There is no approval process for Interdepartmental Procurement forms. IP forms are routed directly from the preparer to the Service Provider.

2.6 Interdepartmental Procurement Access required: Yes No

2.7 Access Required (list values and check the box to indicate what you are listing):



Organizations	Banner Indexes	Funding Sources	Accounts
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Rt qewtgo gpv: (For detailed instructions please click here)

2.9 Procurement Departmental Access Required? Yes No (If YES, Grants users skip to point 2.13)

2.10 Limit to requisition access only.

2.11 Approval Limit: \$0 \$1K \$5K \$25K \$50K \$100K \$500K \$1M \$5M

2.12 Complete the Oracle Application Requisition Approval Workflow Roles form on page 3.

Alternatively, you can attach an existing workflow with markup changes.

!!!Without 2.12 completed, we are not able to process your request for supply chain access!!!

2.13 Access Required (list values and check the box to indicate what you are listing):



Organizations	Banner Indexes	Funding Sources	Accounts
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2.14 For Core Users (list responsibilities)

Stipend Management Application:

2.15 Departmental Approver:

Payment Review Approver:

Grants Accounting Users: (For detailed instructions please click here)

2.17 Type of User: Project Staff Office of Research Services Personnel

Principal Investigator (PI) Co- Principal Investigator (Co-PI)

2.18 For Core Users (list responsibilities)

GW GA Management
GW GA School Research Administrator

Section Three --Comments:

3.1 _____

Section Four --Signatures:

Requestor: _____ Requestor's Signature _____

Approver: _____ Approver's Signature: _____

RSC Name: _____ RSC Signature: _____

Note: Research Services Coordinator (RSC) – must sign if request is for Grants Accounting:

By signing this document, you indicate that you have read and understood the EAS User's Agreement section in the instructions section included below.

Oracle Applications Requisition Approval Workflow Roles

Complete this form to indicate Procurement Chain Workflow Approval for Purchase Requisitions:
(For detailed instructions please click [here](#).)

Requestor's Name: _____ **Phone Number:** _____

Department Contact: _____ **Phone Number:** _____

Department (Organization) Name: _____

Department (Organization) Alias: _____

Fill in the names for the appropriate approvers at each level (approvers must be Oracle Users):

Requisition only:	Approval up to \$1,000:
Approval up to \$5,000:	Approval up to \$25,000:
Approval up to \$50,000:	Approval up to \$100,000:
Approval up to \$500,000:	Approval up to \$1,000,000:
Approval up to \$5,000,000:	

Requestor's Signature: _____ **Date:** _____

Approval Signature (_____ **):** _____ **Date:** _____

Instructions for Completing the Oracle Applications Approval Workflow Roles Form

The Oracle Applications Approval Workflow Roles Form is used to determine the flow of approval for all Procurement Requisitions. All users that require access to the GW SC Departmental User responsibility must complete this form.

Instructions for Completing the Request for EAS Access / Existing Access Changes Form

A Request for EAS Access / Existing Access Changes form must be completed to request access to the EAS or to change your current access to EAS. Access changes include changes to the Security profile (Organization, Account, or Funding Source- based access) of the user.

Routing/Approval Process:

1. User must complete and sign the Request for EAS Access / Existing Access Changes form.
2. Request form must be approved by:

Requestor	Required Approver
Grants Accounting Users	Principal Investigator / Research Service Coordinator
Procurement & General Ledger Users: <ul style="list-style-type: none"> • Academic Departments • Non-Academic • Core Users 	<ul style="list-style-type: none"> • Department Head • VP/Designee/ Entity Fiscal Manager • Comptroller’s Office

Note: Procurement Users must also complete the EAS Requisition Approval Workflow Roles form.

3. Form should be mailed to sysuid@gwu.edu.
4. The Systems Security Office completes the requested access addition or modification.
5. New users will be notified by email of assigned User Name, Password, and Responsibilities.
6. Current users will be notified by email of completion of requested changes.

Instructions for completing the Request for EAS Access / Existing Access Changes form:

Section One – User Information:

- 1.1 Provide the current date in the Request Date area
- 1.2 Check the appropriate box for:
 - New Logon ID – Check this box if you are requesting access for a new EAS user
 - Replace Existing Access – Check this box if you are requesting changes or additions to an existing user account.
 - Delete Logon ID – Check this box if you are requesting a User’s access be terminated. Use this box if the user has left the University or has transferred departments and no longer requires specific access.
- 1.3 Provide your User Name if you currently have access to EAS.
- 1.4 Provide the last name of the user.
- 1.5 Provide the first name of the user.
- 1.6 Provide the GWID of the user.
- 1.7 Provide the GWU email address of the user.

Note: All users must have an active GWU email address in order for EAS Alerts and other emails to reach the user. Users access requests without GWU email accounts will not be processed.
- 1.8 Provide the telephone number of the user.

1.9 Provide the user's home department organization value and select the appropriate school or administrative division.

Note: Your Banner Index is not necessarily your Organization value.

1.10 Provide the title/role of the User.

1.11 Provide the physical location of the user (include street address, building name, and room number).

1.12 Provide the name of the supervisor/department head for the User's home department.

1.13 Provide the telephone number of the supervisor/department head for the User's home department.

1.14 Check the appropriate box for:

GW Employee

Consultant or non-paid GW Employee

MFA Employee

1.15 • Provide the Start-Date that you would like the request to be effective from

• Provide the End-Date that you would like the request to be effective until

Note: If the new user is a consultant, student assistant, or temporary employee an End-Date is required.

Section Two – Requested Access Level:

This section is used to determine the appropriate access levels

For General Ledger access requests, complete the following data:

2.1 Check the appropriate box for General Ledger access:

GL Entry

– provides access for preparing Journal Entries deposits to the Cashier's Office

– provides access for Journal Entry's to be sent to the Comptroller's Office

– provides access to Budget Performance Reports and other related reports

– provides access to (view only GL access) current and historical data within user's security access

GL Inquiry

– provides access to Budget Performance Reports and other related reports

– provides access to view current and historical data within user's security access

Cash Deposits Only

– provides access for preparing cash deposit journal entries

– no report access

2.2 Journal Approvers: Provide the name of the Journal Approver. Journal Approvers must be EAS GL Users. This is required for all Users with GL Entry access. Budget Change journals and other GL journals are routed to this approver. Cashier's Office deposit journals are routed directly to the Cashier's Office, not to this approver.

Note: Space is provided for two different journal approvers for different Security Profiles. If you need more journal approvers for different Security profiles, attach documentation to the Request for EAS Access / Existing Access Changes form.

2.3 Check the appropriate box and list items accordingly.:

Organizations – Departmental Users are limited only to the Organizations for which they are authorized to create or view transactions for. The authorized departments should be listed here.

Accounts – If a user is to be restricted to use of certain Accounts, please list those in this section. Otherwise, leave this section blank or fill in with the word "all" to allow access to all valid Accounts. Typically, most departmental users are allowed access to all Accounts.

Funding Source - If a user is to be restricted to use of certain Funding Sources, please list those in this section. Otherwise, leave this section blank or fill in with the word "all" to allow access to all valid Funding Sources. Typically, most departmental users are allowed access to all Funding Sources.

2.4 Core Users (users in the University's Finance and Accounting Related offices, i.e. the Comptroller's Office or the Budgeting Office) may choose from the following list of responsibilities:

- GW GL Cashier

- GW GL Cashier Management
- GW GL Comptroller COA
- GW GL Comptroller Acct
- GW GL Comptroller Sr Acct
- GW GL Comptroller Mgmt
- GW GL Comptroller Systems
- GW GL Budget Analyst
- GW GL Budget Mgmt
- GW GL GCAS Model

Note: Requests for any of the above access requires Comptroller's Office approval. Contact the Comptroller's Office for additional details on these responsibilities.

For Interdepartmental Procurement (IP) access requests, complete the following data:

2.6 Check the appropriate box for Interdepartmental Procurement (IP) access:

- Yes – check this box if you require the ability to create Interdepartmental Procurement (IP) requests to order goods or services from: PPD (Keys), GWU Bookstore, GWU Inn, etc.
- No – check this box or leave this section blank if IP access is not required.

Service Providers may chose from the following list of service providers:

- GWU Bookstore
- GWU Inn
- Alumni House
- GWU Club
- The Hatchet
- Marvin Center
- Media and Public Affairs
- Pulse Copying Center

2.7 Departmental Access Required:

Organizations – Departmental Users are to be limited to only the Organizations for which they are authorized to create or view transactions for. The authorized departments should be listed here.

Note: There is no approval process for Interdepartmental Procurement forms. IP forms are routed directly from the preparer to the service provider.

For Procurement access requests, complete the following data:

2.10 Check the appropriate box for Procurement access:

- Yes – check this box if you require the ability to create Purchase Requisitions
- No – check this box or leave this section blank if Procurmenet access is not required.

2.11 Choose from the following Requisition Approval Levels for the highest level of Approval Threshold:

- Requisition Only
- Up to \$1,000
- Up to \$5,000
- Up to \$25,000
- Up to \$50,000
- Up to \$100,000

- Up to \$500,000
- Up to \$1 million
- Up to \$5 million

2.12 ~~AWM~~ Complete the Oracle Application Requisition Approval Workflow Roles form.

2.13 Departmental Access Required:

Organizations – Departmental Users are to be limited to only the Organizations for which they are authorized to create or view transactions for. The authorized departments should be listed here.

Accounts – If a user is to be restricted to use of certain Accounts, please list those in this section. Otherwise, leave this section blank or fill in with the word “all” to allow access to all valid Accounts. Typically, most departmental users are allowed access to all Accounts.

Funding Source - If a user is to be restricted to use of certain Funding Sources, please list those in this section. Otherwise, leave this section blank or fill in with the word “all” to allow access to all valid Funding Sources. Typically, most departmental users are allowed access to all Funding Sources.

2.14 For Procurement Core users, such as Accounts Payables Management or staff, choose from the following responsibilities:

- GW SC Executive Management
- GW SC Management – Apps
- GW SC Management – PO
- GW SC Management – AP
- GW SC Management - MM
- GW SC Procurement Specialist
- GW SC Invoice Processor
- GW SC Payment Processor
- GW SC Pcard Manager

2.15 Check if the user is a stipend departmental approver or reviewer and list the organization code.

2.16 Reserved for Internal Use only.

For Grants Accounting access requests, complete the following data:

2.17 Check the appropriate box for the type of user if Grants Accounting Access is required:

Project Staff - check the Project Staff box if you are named as project staff on at least one grant.

Office of Vice President for Research

Principal Investigator (PI) - check the Principal Investigator box if you are the Principal Investigator on at least one award.

Co- Principal Investigator (Co-PI) - check the Co-Principal Investigator box if you are named as such on at least one award.

2.18 For Grants Accounting Core users, such as OVPR staff or GCAS staff, choose from the following responsibilities:

- GW GM Usage Entry
- GW GM GCAS Director
- GW GM GCAS Billing and Reporting Specialist
- GW GM GCAS Fiscal Coordinator

- GW GM GCAS General Accounting Analyst
- GW GM GCAS Manager Special Cost Studies
- GW GM Research Services
- GW GM Application Specialist

2.19 Reserved for Internal Use only.

Section Three – Comments:

3.1 Use this section for writing in miscellaneous comments or instructions that are not covered in other sections of this document.

Section Four – Signatures:

- Provide the name and signature of the requesting user.
- Provide the name and signature of the User's supervisor or department head.
- For Academic departments, provide the signature of the Entity Fiscal Manager. (See Routing Approval/Process above.)
- The Research Services Coordinator area is provided for the Research Coordinator to authorize the Request for EAS Access / Existing Access Changes form.

The User's Agreement must be read and understood by all users requesting access to the EAS. By signing the Request for EAS Access / Existing Access Changes form, you are indicating that you will comply with the EAS User's Agreement.

EAS USER'S AGREEMENT

This User's Agreement must be read and understood by all users requesting access to the EAS. By signing the Request for EAS Access / Existing Access Changes form, you are indicating that you will comply with the agreement included below:

By signing this application, I agree that I will not copy nor disclose to any party, (GW employee, GW Student or anyone else) proprietary or confidential information, including proprietary licensed software residing on the GW computer systems. I also agree not to disclose to any party (GW employee, GW student or anyone else) my access codes and/or passwords. I agree to treat as confidential all programs, files, and information residing on any programs and files to which I have been granted access.

I further agree to keep confidential any and all data or information, whether in electronic or printed format, in accordance with the policies and procedures of The George Washington University, and any District, State, or Federal laws. This includes the confidentiality of information concerning GW's students, employees, vendors, and donors, as well as University's proprietary information. This latter is addressed in policy statement "Data Security and Asset Protection" issued by the Office of the Executive Vice President and Treasurer. The confidentiality of student records is defined in the provisions of the Family Educational Rights and Privacy Act, as amended (20 U.S.C. 1232(G)), and with the regulations issued may be instituted against me.