

UNIVERSITY OF HAWAII
KFS SECURITY FORM INSTRUCTIONS

PURPOSE: The information on this form is used to define a new KFS User, update an existing KFS User or delete a KFS User.

Section A – Applicant Information	
KFS Access	Indicate the type of maintenance you are requesting for the Applicant. If a deletion is requested, indicate if the employee is leaving the UH.
Applicant's Name	Enter the name of the Applicant.
Address Information	Enter the Applicant's address information including the UH email (@hawaii.edu address).
KFS Primary Chart-Org	Enter the KFS Chart-Org code for the Applicant. This will be used as the default codes on the Requisition.
UH Number and UH Username	Enter the Applicant's information. The Applicant may click on the link and sign in to obtain their UH Number.
Employment Type	Select the Applicant's type of employment.
PagecenterX Mailbox	Select the type of maintenance requested and specify the PagecenterX mailbox name.
JasperReports Server	Specify the JasperReports Server FOnnn folder(s) the user should have access to.

Section B – Campus Roles	
See the attached Description of KFS Roles for more information.	
Action	Select the type of maintenance requested for each applicable role.
Chart-Org	Enter the KFS Chart-Org qualifier if required. If multiple Chart-Org qualifiers are required, attach a separate listing with the role name.

Section C – Central Office and Special User Roles	
See the attached Description of KFS Roles for more information. These roles may require additional approvals by FMO, ORS and/or UBO.	
Action	Select the type of maintenance requested for each applicable role.
If the role requires additional information, attach a separate sheet with the required qualifiers. To add a role that is not listed, enter the role name in the field next to the Add field.	

Section D – Fiscal Authority	
General Confidentiality Notice Date	Enter the date ** the Applicant acknowledged the General Confidentiality Notice via ACER (www.hawaii.edu/its/acer/) in accordance with AP 2.215.
Information Security Awareness Training Date	Enter the date ** the Applicant completed the Information Security Awareness Training at https://hawaii.edu/infosec/training/ in accordance with AP 2.215.
**Use UH Identity Management Console (UHIMC) at https://www.hawaii.edu/uhimc/ to obtain these dates.	
Fiscal Authority Information	Enter the name, email address and phone for the designated fiscal authority authorizing the Applicant's access. Designated fiscal authority must sign the form.

Return completed form to:
KFS Security Administrator ~ C/O Fiscal Services Office ~ 1406 Lower Campus Road, Room 43 ~ Honolulu, HI 96822
Or email the signed copy to: fissrv@hawaii.edu