

KFS Group Request Form

Please use this form to request a User Group in KFS. User Groups may be used to ad hoc route document(s) to a group of users rather than one person. User Groups may also be assigned certain role(s) in the system rather than assigning the role to each user.

Type of Maintenance:

Add Change Delete

Group Name – Specify a name for your Group. (50 characters or less, spaces are allowed)

Group Description – Specify a description of how this Group will be used.

List of Users – Specify the Users in the Group. List the Name and the UH Username.

Add/Change/Delete	Name	UH Username

Fiscal Authority – Please have the designated Fiscal Authority sign the Group Request Form.

Print Name: _____ Signature: _____ Date: _____

To be completed by KFS System Administrator

Group ID: _____ Doc ID: _____ Date: _____