

# UNIVERSITY OF HAWAII

## FMIS SECURITY FORM

### User Profile Definition

DATE: \_\_\_\_\_

**Section A – Applicant Information**

FMIS ACCESS New Change Delete: Employee leaving UH? Yes No

APPLICANT'S NAME (Last Name, First Name, Middle Initial)	UH Number <small>to find your UH Number <a href="http://www.hawaii.edu/account">http://www.hawaii.edu/account</a></small>
DEPARTMENT: _____	EXISTING RACF ID
CAMPUS ADDRESS: _____	UH Username
CITY: _____ STATE: _____ ZIP CODE: _____	EMPLOYMENT TYPE
TELEPHONE: _____	<input type="checkbox"/> Regular
E-MAIL ADDRESS: _____	<input type="checkbox"/> Student
	<input type="checkbox"/> Casual
	<input type="checkbox"/> Other
	OPERATOR TYPE
	<input type="checkbox"/> Fiscal Officer/Business Office
	<input type="checkbox"/> eFMIS/Dept Inquiry only <small>\$P035 - (excludes payroll &amp; ARS)</small>
	<input type="checkbox"/> eFMIS/Dept Inquiry with Payroll <small>\$P037 - (excludes ARS)</small>
	<input type="checkbox"/> Central Office: _____ <small style="text-align: right;">Operator Group</small>

**Section B - Account Access:**

BY ACCOUNT ATTRIBUTE(S): Complete for controlled access by account attribute(s).

ACTION <i>(Add, Del)</i>	SYSTEM <i>(FRS,SCO)</i>	ACCESS TYPE <i>(Access, Inquire)</i>	DIVISION	SCHOOL	DEPT	SUB DEPT	EXEC LEVEL	FUND GROUP	PURPOSE	FO CODE	REPORT CONTROL

**Section C - Basic FMIS Inquiry**

Action  
Add New Change Existing FMIS Default values:  
 Default Campus: \_\_\_\_\_  
 Default FO Code: \_\_\_\_\_  
 Default VPS Printer: \_\_\_\_\_

Action  
Add Change Delete  
 PageCenter Mailbox(s): \_\_\_\_\_

**Section D – Other**

Action  
Add Delete Budget Update (screen 10)  
Add Delete Community College E & E (screens 39/39A)  
Add Delete SCOPIS Inquiry Only  
Add Delete SCOPIS Adds & Changes (Form 6 & 25) + Inquiry

**Section E – eFMIS**

~ ePurchasing ~ eInventory ~ Data Warehouse ~ eDeposits ~ eFAS ~ eCGS

FOs can add, update or delete users in 'Maintain Users' on the eFMIS site <http://www.hawaii.edu/fmis>

**Section F – Departmental Checking**

Action  
Add Delete FO Inquiry Only  
Add Delete Reconciler  
Add Delete Custodian

Action  
Add Change Delete  
 Bank Number(s): \_\_\_\_\_

**Section G – Fiscal Officer Approval**

Print FO Name _____	General Confidentiality Notice <input type="checkbox"/>
FO Code _____ Phone _____	_____
E-mail Address _____	FO Signature _____ Date _____