

One-Stop Summer/Interim Systems Authorization

Used by Chairpersons to request access to various systems for a temporary replacement/designee who will act in his/her place for a limited time

Finance Transactions Access:	Registrar Transactions Access: (Role descriptions attached)	I.T.S. Transaction Access:
<p>CUNYfirst Business Units: <input type="checkbox"/> BKLPR (Tax Levy) <input type="checkbox"/> BKL55 (Non Tax) <input type="checkbox"/> Other _____</p> <p>CUNYfirst Procurement Approvals: <input type="checkbox"/> Requester's Supervisor <input type="checkbox"/> Procurement Dept Approver LV1, Dept _____ <input type="checkbox"/> Procurement Dept Approver LV2, Dept _____</p> <p>CUNYfirst Travel Approvals: <input type="checkbox"/> Travel and Expense Supervisor <input type="checkbox"/> T&E Dept Approver LV1, Dept _____ <input type="checkbox"/> T&E Dept Approver LV2, Dept _____</p> <p>Other: <input type="checkbox"/> CF Procurement-Card Supervisor</p>	<p>CUNYfirst CS Rights: <input type="checkbox"/> Update: CU_CSSR_Class_Permission, CU_CSSR_Enrollmnt_Requirements, CU_CSSS_Student_Srvcs_Center, CU_CSSR_Enroll_Stdnt_Maintain,</p> <p><input type="checkbox"/> View-only: CU_CSCS_Common, CU_CSSR_Dept_Class_Roster, CU_CSSR_Dept_Grade_Roster, CU_CSSR_Admin_Crse_Catlg_VIEW, CU_CSSR_Enrollmnt_Reqst_Viewer, CU_CSSR_ProgPlan_Maintainer_VW, CU_CSSR_View_Course_Cls_Setup, CU CS SS Advisor, CU_CSSR_View_Faculty_Workload, CU_CSCS_Student_Inquiry, CU CS SS Instructor, CU_Query_Run,</p>	<p><input type="checkbox"/> Chair-level Rights for BC Tools: Class Cancellation/Relocation Alerts ePetition</p> <p><input type="checkbox"/> DOCS Batch Emailing (Orientation required)</p> <p><input type="checkbox"/> Chair-level Rights for BC Tools: Declaration of Major, Grade Changes, INC Grade Changes, Leave of Absence, Missing Grades Submission, Registrar Exception Requests, SALL, WN Grade Reversal, Course Scheduling Reports, Final Exam Change Request, Room Changes, Thesis Approval</p>
<p><input type="checkbox"/> BC e-Appointments</p> <p><input type="checkbox"/> Proftech Approvals</p>		<p>Assoc. Provost Transactions Access:</p> <p><input type="checkbox"/> Chair-level Rights for BC Tools: Executive Dashboard View Multiple Positions Approval Workload</p>
<p><input type="checkbox"/> BC Foundation Authorized Signatory Please list Funds: _____</p>	<p>Other Rights Requests:</p>	

The Replacement/Designee below understands that the data obtained from any CUNYfirst/BC system is to be considered confidential and NOT to be shared with anyone who is not authorized to receive such data, and understands that s/he will be individually accountable for the use of their User ID in the CUNYfirst/BC computer systems. Improper use of their User ID could lead to revocation of access rights and further disciplinary proceedings in accordance with CUNY policies, rules and regulations, and applicable collective bargaining agreements. The Replacement/Designee below understands that any rights and privileges added will be removed at the end of the authorization term.

Department/Program:	_____		
Temporary Designee:	Name _____	Empl-ID: _____	
	Confidentiality Agreement Code _____		
Effective period:	Start: _____	End: _____	[] Full Summer 20_____
Authorizing Chairperson/PGM Head:	_____		Empl-ID: _____
Chairperson Signature:	_____		Dated: _____

Temporary Replacement/Designee: _____ Empl-ID: _____

Office of Associate Provost for Faculty and Administration (for Associate Provost Transactions access)

Name/Signature: _____

Date: _____

Student Records/Registrar (for CF Campus Solutions Roles)

Name/Signature: _____

Date: _____

Internal Audit (for CF Pcard Supervisor Role):

Name/Signature: _____

Date: _____

Information Technology Services (for .T.S. Transaction Access:)

Name/Signature: _____

Date: _____

Business Manager (For CF Financial Supply Chain Roles):

Name/Signature: _____

Date: _____

VP for Administration and Finance (For CF Financial Supply Chain Department Approver Roles):

Name/Signature: _____

Date: _____

Financial Reporting Director (For Eappointments, Proftech, and BCF access):

Name/Signature: _____

Date: _____

One-Stop Summer/Interim Systems Authorization Form

Instructions

This condensed form has been designed to enable a Chairperson to easily request that a designee be assigned temporary rights and powers usually reserved for a Chairperson. The most common use is to designate a “summer chair” and facilitates the assignment of various CUNYfirst, Financial, and BC IT System rights.

Note that this form is used to assign rights for a specific limited period of time. Please do not use this form to request access for a new Chairperson of Record, or for an indefinite period of time. The rights will be revoked, as per CUNY policy, after the period you specify.

Please Note: A designee may NOT approve or grant access for themselves!

What’s In This Form?

- This instruction page
- The two-sided application form
- A page detailing what rights are included in the various choices on the application form

How to submit the form:

1. The Chairperson of Record completes and signs the front side of the two-sided form, selecting some or all of the roles and rights available.
2. The Designee signs the form.
3. The form is sent to the Associate Provost for Faculty and Administration for their approval. When approved, that office forwards the form to I.T.S. for implementation.
4. Security administrators in I.T.S. and Finance assign the requested rights on a fast-track basis and communicate the completion to the designee. If training is required, they coordinate that with the designee.
5. The Security admins work with the official owner offices (Registrar, financials...) to document their approvals for future audit purposes, and signify that approval on the back of the form.

Timeline:

Please submit these forms at least two weeks prior to when your designee will need the system rights. Multiple offices and staff must contribute to ensuring that the rights are set up properly and in some cases training is needed.