

One-Stop Summer/Interim Systems Authorization

This form allows a Department Chairperson to request access to various systems for a temporary replacement/designee who will act in his/her place. This "summary" request is subject to other CUNY-mandated terms/conditions and approvals below and on the reverse of this form. This form may not be used to grant specific rights and privileges indefinitely.

Finance Transactions Access:	Registrar Transactions Access:	Assoc. Provost Transactions Access:
CUNYfirst Procurement Rights: <input type="checkbox"/> Requestor <input type="checkbox"/> Requestor Approver <input type="checkbox"/> Dept Approvals LV1 <input type="checkbox"/> Dept Approvals LV2	<input type="checkbox"/> CUNYfirst Rights: <input type="checkbox"/> Update: Class Permissions <input type="checkbox"/> View-only: Dept Class/Grade Rosters, CS Common Pages, Common Student Records, Course Catalog, Enrollment Request, Program Plan Administrator, Class Setup, Enrollment Requirements, Adviser Groups, Faculty Workload, Advisor, Student Inquiry	<input type="checkbox"/> Chair-level Rights for BC Tools: Executive Dashboard View <input type="checkbox"/> Multiple Positions Approval
<input type="checkbox"/> Proftech Approvals <input type="checkbox"/> CF Travel User/Proxy/Approvals <input type="checkbox"/> CF Procurement-Card Supervisor <input type="checkbox"/> BC e-Appointments	<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, SALI, WN Grade Reversal, Course Scheduling Reports, Final Exam Scheduling, Room Changes, Thesis Approval	I.T.S. Transaction Access: <input type="checkbox"/> Chair-level Rights for BC Tools: Class Cancellation/Relocation Alerts ePetition <input type="checkbox"/> DOCS Batch Emailing (Orientation required)
If Applicable: <input type="checkbox"/> BC Foundation Authorized Signatory <input type="checkbox"/> Other Member Authorized Signatory <input type="checkbox"/> Non-Tax Authorized Signatory	Other Rights Requests:	

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.

Authorizing Bylaw Chairperson

Authorizing Chairperson/PGM Head: _____ Empl-ID: _____

Department/Program: _____

Chairperson Signature: _____ Dated: _____

Temporary Replacement/Designee/Summer Chair

Temporary Replacement/Designee: _____ Empl-ID: _____

Effective period: Start: _____ End: _____ [] Full Summer 20_____

Replacement/Designee Signature: _____ Dated: _____

Data/Process Responsible Owner Approvals

Temporary Replacement/Designee: _____ Empl-ID: _____

Student Records/Registrar

Name/Signature: _____

Date: _____

Internal Audit:

Name/Signature: _____

Date: _____

Information Technology Services

Name/Signature: _____

Date: _____

Business Manager:

Name/Signature: _____

Date: _____

VP for Administration and Finance:

Name/Signature: _____

Date: _____