# 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 <u>a limited time</u>**

| Finance Transactions Access: | Registrar Transactions Access: (Role descriptions attached) | Assoc. Provost Transactions Access: |
|---|---|---|
| CUNYfirst Business Units:<br>☐ BKLPR (Tax Levy)<br>☐ BKL55 (Non Tax)<br>☐ Other_____<br><br>CUNYfirst Procurement Approvals:<br>☐ Requester's Supervisor<br>☐ Procurement Dept Approver LV1, Dept_____<br>☐ Procurement Dept Approver LV2, Dept _____<br><br>CUNYfirst Travel Approvals:<br>☐ Travel and Expense Supervisor<br>☐ T&E Dept Approver LV1, Dept _____<br>☐ T&E Dept Approver LV2, Dept _____<br><br>Other:<br>☐ CF Procurement-Card Supervisor | CUNYfirst CS Rights:<br>☐ Update:<br>CU_CSSR_Class_Permission,<br>CU_CSSR_Enrollmnt_Requirements,<br>CU_CSSS_Student_Srvcs_Center,<br><br>CU_CSSR_Enroll_Stdnt_Maintain,<br>☐ View-only:<br>CU_CSCS_Common, CU_CSSR_Dept_Class_Roster,<br>CU_CSSR_Dept_Grade_Roster,<br>CU_CSSR_Admin_Crse_Catlg_VIEW,<br>CU_CSSR_Enrollmnt_Reqst_Viewer,<br>CU_CSSR_ProgPlan_Maintainer_VW,<br>CU_CSSR_View_Course_Cls_Setup, CU CS SS Advisor,<br>CU_CSSR_View_Faculty_Workload,<br>CU_CSCS_Student_Inquiry, CU CS SS Instructor,<br>CU_Query_Run, | ☐ Chair-level Rights for BC Tools:<br>Executive Dashboard View<br>Multiple Positions Approval<br>Workload |
| ☐ BC e-Appointments<br><br>☐ Proftech Approvals | ☐ 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:**<br>☐ Chair-level Rights for BC Tools:<br>Class Cancellation/Relocation Alerts<br>ePetition<br><br>☐ DOCS Batch Emailing (Orientation required) |
| **If Applicable:** | | |
| ☐ BC Foundation Authorized Signatory<br>Please list Funds: | **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.

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**

Name/Signature: _____

Date: _____

**Student Records/Registrar**

Name/Signature: _____

Date: _____

**Internal Audit (for Pcard Supervisor Role):**

Name/Signature: _____

Date: _____

**Information Technology Services**

Name/Signature: _____

Date: _____

**Business Manager:**

Name/Signature: _____

Date: _____

**VP for Administration and Finance:**

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.