Farmingdale State College
State University of New York

Authorized User
Security/Account Access
New User/Change Form

Please complete this form to request a new user be added to the system or if a change has occurred.

Applicant Name: _____ **Username:** _____ **Date:** _____ **New:** _____ **Change:** ____

Please check the boxes for access required.

☐ **Business Intelligence (BI) Access Limited View (No Payroll):** access to review account information on the SUNY portal system.

☐ **Business Intelligence (BI) Access Full View (Includes Payroll):** access to review account information on the SUNY portal system.

Please list account(s) applicant needs BI access to: _____

☐ **Procurement User For Online Requisitioning:** access as an authorized user to submit a purchase requisition electronically in the SUNY Finance and Management System. *Please complete below table for Procurement User access.*

Account Number(s)		First Name	Last Name	Username	Title	Phone Number	Building	Room
	Requisitioner							
	Department Head							
	VP/Dean/Designee							
	User(s) to be Removed							

☐ **Purchase Card (Pcard):** access to make purchases on a purchasing card. A Pcard application, separate from this form is necessary to obtain a Pcard. Please visit the Purchasing web page on the FSC web site to apply for a Pcard. Existing Pcard holders do not need to apply for a new Pcard; your current card will be updated and linked to the account indicated below.

Please indicate which account number the Pcard should be linked to: _____

List additional security access (reports, transactions, security permissions etc.) needed for employee: _____

It is the supervisor's responsibility to inform the security administrator of user changes that will require modifications to the employee's access.

Employee Signature: _____ **Print Name:** _____

Supervisor Signature: _____ **Print Name:** _____

Signature of Dean/VP: _____ **Print Dean/VP Name:** _____

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