

Accessing PeopleSoft on e-Campus Financials

URI Office of the Controller

March 2021

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1. Accessing the PeopleSoft Expense Module on e-Campus Financials

a. First-Time Users – Registration and Setup

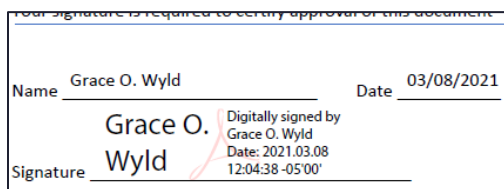
Registration:

1. Download the *PS Financials Request for Security Access* form on the [Controller's Office](#) website
2. Enter the *User Information* of the person to be reimbursed
3. Under "Travel and Expense Module," select "T&E User"

**Student users must provide a supervisor and delegate on the form. The supervisor should be the student's professor, and the delegate should be an administrative person from within the department*

4. Obtain the proper signatures and email the completed form to: financials_e-campus@etal.uri.edu

****Signatures must be handwritten, or a certificate-based digital ID in Adobe (pictured below)**



5. Once approved, follow the steps on the next page to log into PeopleSoft on e-Campus Financials

RHODE ISLAND
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AND FINANCE

NIK BIG WE DO!

PeopleSoft Financials Management System Security Access Request Form

Check one: Faculty/Staff Undergrad Student Grad Student

User Information First time users - Please change your password on campus before you submit this form.

Name (First, Last):			
Employee ID (9 digits):		E-campusUser ID:	
Phone:		Email:	
Dept(s) Numbers:			
Model after this user ID (optional):			

Requested Roles	Add	Update	Delete	Additional Info
Travel and Expense Module				
T & E User	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To apply for a Tcard contact the Administrator at 4-4431
T & E Student Role (Limited Entry)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Supervisor and Delegate - required
Purchasing Module				
Pcard Approver/Dept Admin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pcard Reconciler/Cardholder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pcard Verifier (Athletics Only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Requisitioning				
Requisitions – Originator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Class is required by Purchasing for originators and requestors - http://web.uri.edu/purchasing/baseform/
Requisitions – Requestor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Back-up Requestor - required
Requisitions - Approver	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Back-up Requestor - optional
Departmental and Project Information				
Report Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All below require department number(s) for access
Budgets Overview	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Grants Portal – Dept access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

User Declaration:

Information contained in the Peoplesoft Financials system is CONFIDENTIAL and must only be used for authorized University business.

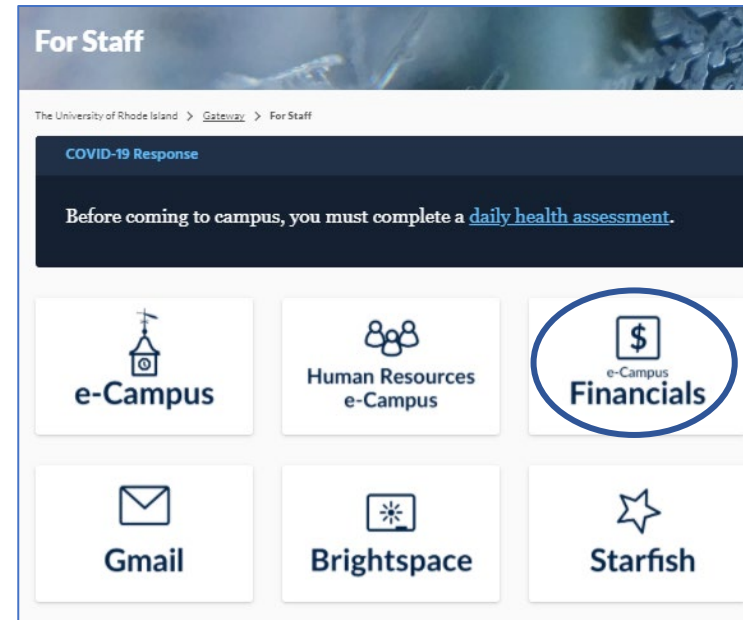
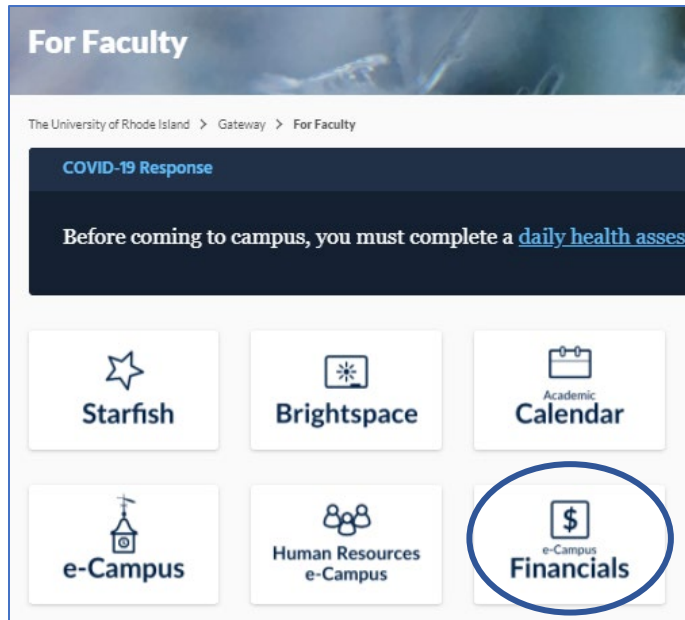
This security access form requires both your signature and authorization by your Dean, Department Head, Director or Business Manager

Your Signature:		Date:	
Authorizing Signature:		Date:	

Comments:

b. Existing Users - Logging into PeopleSoft on e-Campus Financials

1. Navigate to the [Faculty](#) or [Staff](#) gateway page and click on e-Campus Financials



2. Enter your e-Campus username and password and click *Sign In*

THE UNIVERSITY OF RHODE ISLAND

Financials e-Campus

User ID

username

Password

.....

Sign In

[Forgot Your Password?](#)

Enable Accessibility Mode

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