THE
UNIVERSITY
OF RHODE ISLAND
DIVISION OF
ADMINISTRATION
AND FINANCE

THINK 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 ecampus 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				*To apply for a Tcard contact the Administrator at 4-4431*
T & E User				
T & E Student Role (Limited Entry)				Supervisor and Delegate - required
Purchasing Module				*To apply for a Pcard contact the Administrator at 4-4431*
Pcard Approver/Dept Admin				
Pcard Reconciler/Cardholder				
Pcard Verifier (Athletics Only)				
Requisitioning				*Class is required by Purchasing for originators and requestors - http://web.uri.edu/purchasing/baseform/*
Requisitions – Originator				Back-up Requestor - required
Requisitions – Requestor				Back-up Requestor -optional
Requisitions - Approver				
Departmental and Project Information				*All below require department number(s) for access*
Report Manager				
Budgets Overview				
Grants Portal – Dept access				

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: