

## **Instructions on how to complete the electronic GLez/buyND Request for Data Access form.**

The electronic GLez-buyND form can be completed by user requesting access or by department approver. Users requesting access can complete Section 1, 2, and 3. For department approval, section 5 is required for access to be granted. In cases where a manager is requesting access for a new employee, they can complete Sections 1,2, 3 and 5.

### **Form Layout**

**Section 1 – User Access Information** Enter information about the user requesting system access to GLez or buyND.

*Note: Department Approver field will route the form to obtain manager approval.*

**Section 2 – System Access Request** - Select appropriate system access.

**Section 3 – Data Level Access-** Enter fund and organization codes allowed for user to view in GLez or purchase in buyND.

*Note: if more than 5 funds are required, you can upload a file with the complete list of funds, or enter the ND netID of another user that would mirror the new user access, or if assignment of broad fund type access is required complete that section.*

**Section 4- Data Level Access (Asset/Liability Reporting)** -Enter fund and account codes if user requires access to balance sheet accounts.

**Section 5-Department Approver** will authorize the access request by entering their name.

**Section 6-Payroll Access Administrator Approval - If payroll access is required,** the department approver enters the higher level approver name (Department Chair, Dean, Director or Vice-President) so that the form gets routed to them for payroll approval. The department approver will also enter the employee name so the form gets routed to the employee to acknowledge the Employee Responsible Use policy when handling confidential payroll viewing information.

At each step in the process, by hitting the submit button the workflow will route the form to the approver and then get routed to the Controller's Office Finance Data Access Team.

**For questions, training requests, issues** please contact Carol Grontkowski at 1-7028.