

Business Operations

ConnectCarolina & InfoPorte Access Lunch & Learn Presentation

Access Requests Submitted via InfoPorte

Ginance Roles

- Finance Applications
- Web Travel
- P-Card
- Surplus Property Management

InfoPorte

- Faculty & Student reporting
- □ Finance & Budget
- □ HR Reporting & Requests
- PI Dashboard

HR/Payroll Systems

- □ ConnectCarolina HR & Payroll
- LawLogix
- CastleBranch
- PeopleAdmin

Student Administration

- □ SLATE
- Admissions
- Student Financials
- Student Records
- GradStar
- GSHIP



How Do I get Access To?

Computer Billing Management (CBM)

- Automatic for Managers
- Email Joy Montemorano for others

Common Authorization Tool (CAT)

Automatic for Managers

Arts & Sciences Reporting (ASR)

- Automatic for Managers
- Email Joy Montemorano for others

Manager Listserv

Automatic for Managers (only available to managers)

Workflow Config

- □ For non Accounting Srvcs Depts. only
- Managers added automatically
- Manger can add & edit users

ConnectCarolina Finance Roles

- HR/Payroll Systems
- InfoPorte
 - Submit via InfoPorte
 - □ Finance Tab → Financial Request → Miscellaneous Accounting → College Access Request



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RAMSes & Backbone

Dept role manager can update users. (To change role managers, submit an authorization form for the desired application: <u>RAMSeS</u> form ~ <u>Backbone</u> form

Listserv Management

TIM Administrator

- Sign-up classroom training @ finance.unc.edu
- □ Submit <u>enrollment form</u> to <u>Kristen Dunivant</u> after training class

SAS Reports

- Automatic for Managers
- Email <u>Joy Montemorano</u> for others

Surplus Property Management

- Submit a <u>CC Finance Request</u> in InfoPorte
- □ Include a <u>SPMS Registration Form</u> w/ Request

TIM Administrator Access

TIM Administrator access is not managed by the Dean's Office

- Attend classroom training sign up at finance.unc.edu ~ Training & Development
- Submit <u>TIM Administrator Access Request Form</u> to <u>Kristen Dunivant</u>.



Where can I get Information?

Visit ccinfo.unc.edu to:

- Find access forms
- See what trainings are required
 Including "What access do I need?"
- Access computer based trainings (CBTs)
- Register for classroom trainings



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CCINFO Dashboard

HE UNIVERSITY of NORTH CAROLINA of CHA	r Information	Accessibility Events Libraries	Maps Departments ConnectCarolina Search
Get Access + Training + HR & Payr	oll + Finance + Student Administratio	on • Reporting • Research • Net	ws → Troubleshooting →
Ne	ome to the w Look	ConnectCarolina's New Look Contention of und electrometrical due to the contention of und electrometrical due to the contention of und electrometrical due to the contention of the content of the conte	Constitution Training Constitution Training Ty 12 Ty 12 Ty 12 Ty 12 Ty 12 Ty 12
What the Testers Are Saying About the New Look POSTED 3 WEEKS AGO "I like it a lot! Very modern, looks like a tablet." "It's easy to mist the little arrow to	Since You Asked Click to Learn POSTED 3 WEEKS AGO What's on my new Home page? What changes are in store for students? Is it true that the	T NEWS ConnectCarolina Moves Forward - Things to Know Posted 3 WEEKS AGO On May 20, ConnectCarolina will have an improved look and pagingtion Students forwith and	Live and Recorded Webinars for Admin Users: Learn More About the ConnectCarolina Makeover Posted 1 MONTH AGO
miss the little arrow to change to different homepages." "After login, the homepage look puts me at ease. "I'd like to be able to favorite a Continued	Faculty Portal is not changing? What's this about the Log In page changing? What happened to all of the links that used Continued	navigation. Students, faculty and staff worked with the project team on the new Home page design and functionality. There will be a ConnectCarolina outage	The ConnectCarolina team will be hosting webinars specific to the area you work in to give you an advance look and tell you about



cc.info.unc.edu

ssibility Events Libraries Maps Departments ConnectCarolina Search

Troubleshooting -

News -

Get Access - Traini From the "Get Access" tab you can find info like:

We > Access Roles

Access Forms

How to Get Access

Useful Links (great link!)

Getting Sta

Carolina orward – o Know

KS AGO

ConnectCarolina will roved look and

Research -

navigation. Students, faculty and staff worked with the project team on the new Home page design and functionality. There will be a ConnectCarolina outage

Live and Recorded Webinars for Admin Users: Learn More About the ConnectCarolina Makeover

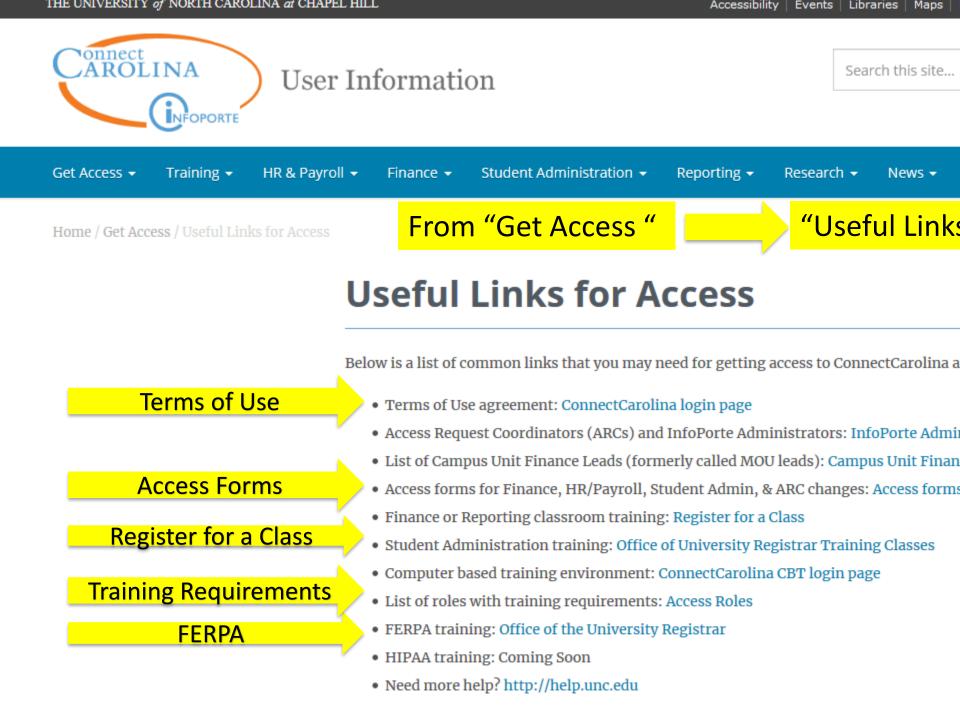
POSTED 1 MONTH AGO

The ConnectCarolina team will be hosting webinars specific to the area you work in to give you an advance look and tell you about

miss the little arrow to change to different homepages." "After login, the homepage look puts me at ease. "1'd like to be able to favorite a ... Continued

Faculty Portal is not changing? What's this about the Log In page changing? What happened to all of the links that used ... Continued





InfoPorte Access Form Use this form to request access to InfoPorte

INFO	P	ORTE	In	foporte	Ac	cess Request
Employee Information						
Name:				Phone #:		
PID:				ONYEN:		
Home Dept # and Name:						
Division or Dept Requesti	ng A	ccess to				
Division/Dept #'s and name(s):						
Cores						
Access to:						
Consolidated Sales		Core Edit	Cor	e Import		FRS Feed Views
Infoporte Faculty						
Access to:		Allows You To:				
Faculty Productivity		Access Faculty Activity R	eport, Cur	vita, and Facu	lty De	tails
Faculty Report Views		Access the Faculty Revie	w History			
Faculty Review		Perform actions upon Fa	culty requ	ests and revie	ws	
Faculty Solicit		Solicit feedback on a Fac	ulty reque	est from an ext	ternal	person(s)
TimeTrex		Access the third party Ti	meTrex sy	stem		
Infoporte Finance						
Access to:		Allows You To:				
Budget Reporting		Pull reports on the Finan	cial Budge	ting process		
Budget Requests		Place requests for Budge	t increase	s or reduction	IS	
Finance Requests		Initiate actions in the Fin	ance syste	em		
Financial Reporting		View overview informati	on for the	Ledgers		
		•				

Infoporte Access Form v8

06/28/19

Infoporte Dept Accounting Access to: Allows You To: Cost Code Edit Create and edit Infoporte Cost Codes Cost Code Tagging Tag Infoporte Cost Codes onto Transactions Soft Encumbrances Enter, edit or remove Soft Encumbrances against available funds in the Finance system Journal Transactions View detailed revenue and expense transactions Journal Rollup View rolled up information for ledgers BMS Reports Access the Budget Management System Reports Infoporte HR Access to: Allows You To: Evaluations Access review/evaluation process for employees Positions View details of positions within the HR system Requests Initiate or act upon HR actions in the Infoporte system Employee Views View Employee information for the specified range of individuals or departments Infoporte Home Access to: lows You To: Dashboard ew project information for Principal Investigators (PIs). PIs will tomatically receive access to the dashboard. ers who need access to specific PIs can request via the PI's PID(s): Ds of PI(s) requesting access for: School Info Access reports developed by individual schools or divisions.

For *PI Dashboard* access you'll need to submit list of PI names & PIDs



InfoPorte Access Form cont'd

Infoporte Inbox	
Access to:	Allows You To:
Calendar Edit	Create and edit calendar entries
Calendar View	View Calendar entries
Request Lock	Employ the Lock capability on requests. Locking prevents further editing of a request. Unless unlocked, it may only be approved or disapproved
Request Views	View requests in other inboxes

Infoporte Settings	
Access to:	Allows You To:
Content Edit	Edit the content that displays under the School Info tab
Group Edit	Create and edit groups used within workflow routes
Route Edit	Create and edit workflow routes
User Core Edit	Create and edit a Core
User Edit	Perform Access Request Coordinator (ARC) tasks within Infoporte

Inf	oporte Student		
Acc	ess to:	Allows You To:	
	Student Views	View the Term Enrollment, Degree Candidate and Degree Recipient reports	
	Class Report	Access the Reports tab under the Student section	
	Class Instructor Report	View this report	
	Class Meeting Patterns – TBA Report	View this report	
	Instructor Grading Patterns Report - View	View this report	
	Class Instructor & Meeting Patterns Combined Rpt	View this report	
	Class & Class Instructor Combined Report	View this report	

Infoporte Tools				
Access to:	Allows You To:			
 Contract Create 	Create Contracts under the Contract tab			
Contract Edit	Edit existing Contracts			
Contract Invoices	Create Contract Invoices under the Contract tab			
Contract Lists	View the list of Contracts and Contract Details			
Data Dictionary Edit	Edit the Data Dictionary through the Data Dictionary tab in Infoporte			
Reserve Carolina Inn	Make reservations of University facilities within the Carolina Inn			
Reserve Parking	Reserve parking passes.			
Room	Reserve meeting rooms.			
Resource Edit	Edit reservations resources			
Source End Date	Receive email notifications about Faculty that are approaching this date			
Termination Date	Receive email notifications about Faculty that are approaching this date			
Visa End Date	Receive email notifications about Faculty that are approaching this date			
Visa End Date	Receive email notifications about Faculty that are approaching this date			

Comments & Additional Information:	

 Authorization:

 Department Head

 Name:

 Signature:

 Date:

Infoporte Access Form v8

Who can sign this form? Dept. Manager or Dept. Chair

06/28/19



CC Finance Applications

Updated 8/17/18

Finance ConnectCarolina and Related Applications Access Request Form

Contraction of the Contraction o	Phone/email:	
	ONYEN:	
	Home Dept. Name:	
	Manager Phone/email:	
ConnectCarolina	Campus User Roles [select those needed]	
allows the user to dele	Allows the user to enter, modify, and search for budget transfers. It also te budget transfers that have not been posted and resubmit budget transfers have been denied.	
Budget Journals* – Allows the user to enter, modify and search for budget journals. It also allows the user to delete budget journals that haven't been posted and to resubmit budget journals for approval after they have been denied.		
Campus Vouchers* – Allows the user to create campus vouchers for reimbursements for employees and University affiliates, independent contractor payments, cash advances, and petty cash replenishments. It also allows the user to use the Voucher Inquiry option to search for and display voucher information.		
Creating and Changing Vendors* - Allows the user to request new vendors and independent contractors, and request changes to existing vendors and independent contractors.		
Journal Entries* – Allows the user to create campus journals, correct campus journals, correct journal entries, correct voucher journal entries, and inter-unit campus journals. It also allows the us to edit campus journals that have not been posted and to delete campus journals.		
Source Create** - Allows the user to request new fund sources or request changes to fund sources. [This job function is also included in the Journal Entries role so there is no need to request this role in addition to the Journal Entries role.]		
Managing Assets* - Allows the user to enter an asset's location, including searching for and viewing an asset, updating information, and reporting movement and status.		
Purchase Requisitions and Receiving* – Allows the user to create purchase requisitions and ma changes to them before they are submitted. It allows the user to view the status of, cancel, print, ar make copies of requisitions. It also allows the user to create a change order. This role also allows the user to record receipts, make changes to receipts, handle returns, and close receipts short.		
University Deposits* - Allows the user to process incoming payments at the department or school level, using direct journal deposits. Also allows the user to update and view deposits.		
	Budget Transfers* – allows the user to dele for approval after they Budget Journals* – / allows the user to dele for approval after they Campus Vouchers* and University affiliate replenishments. It also i voucher information. Creating and Chang independent contracto Journal Entries* – A journal entries, correct to edit campus journal Source Create** – A sources. [This job fum this role in addition to Managing Assets* – viewing an asset, updi Purchase Requisition changes to them befor make copies of requis the user to record rece	

Finance Roles Web Travel P-Card* Surplus Property Management*

*Supplemental forms required

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	T	Veb Travel - Campus		Updated 8/17/1
Grant Revolte	Web Travel User** - allow		Travel and crea	te Travel Documents. It also
	grants Approvers access to		riaver and crea	te Haver Documents. It also
Grant Revoke			ne to set up wo	rkflow Approval
	Groups and Routes for depa			223425
	Web Tra	vel – Central Office O	nly	
Grant Revoke	Web Travel Travel Agent** - allows a Travel Agent from one of the approved Travel Agencies access to the Travel Agent functions.			e approved Travel
Grant Revoke	Web Travel All Departme allows generation of reports		access to the rep	orting feature that
Grant Revoke	Web Travel All GA Depar allows generation of reports	tments Reporting** - gra		e reporting feature that
Grant Revoke	Web Travel Travel Office			ctions.
Grant Revoke				
Grant Revoke	Web Travel System Admin	nistrator** - grants super u	user access to all	Web Travel functions.
		Card (P-Card) - Car		
Note to AR	C: Upload the P-Card Applica			every P.Card request
Grant Revoke	P-Card Accountholder* - upload receipts, provide bus Accountholder activity report	siness justification and sign		
□Grant □Revoke	P-Card Group Approver* final sign-off for P-Card tra			
Grant Revoke	P-Card Group Proxy Reco of Accountholders within th	onciler** - allows a user to	access Works	to perform tasks on behalf
Grant Revoke	P-Card Scoped Auditor** reports of P-Card activity w	- This role allows the user		
		(P-Card) - Central O	ffice Only	
Grant Revoke	Card Internal Auditor** -	10 (C		or all P-Cards in the system
Grant Revoke	P-Card System Administr			
Grant Revoke	Administrator	Property Manageme	at	User
and the second se		Manager		User
Special Data Leve	Access Needed:	Business units:		
View Edit		Business units:		
View Edit				
		Department numbers:		
View Edit		Department numbers:	2	
View Edit				
	ation for foundation business	whit appare converts This	agages must be	approved by the authorized
contact responsible fo	r the foundation.			approved by the authorized
	* Training is not required for	ining is required for this ro this role; training material		re available.
Authorization sig	nifies that employee has	s a business need for th	he requested	access.
Dean/Department He			Title:	
	Signature:		Date:	
For Assess Parmer				
Entered by:	Coordinator Use Only:	Date Entered		
Lineled by.		Date Entered:		

CC Finance Applications

Updated 8/17/18

Finance ConnectCarolina and Related Applications Access Request Form

N	ame:	Phone/email:	
PID #:		ONYEN:	
Home Dept. #:		Home Dept. Name:	
Manager Name/T		Manager Phone/email:	
		ampus User Roles [select those needed]	
🗌 Grant 🗌 Revoke	Budget Transfers* -Allows the user to enter, modify, and search for budget transfers. It also allows the user to delete budget transfers that have not been posted and resubmit budget transfers for approval after they have been denied.		
🗌 Grant 🔲 Revoke	Budget Journals* - Al	lows the user to enter, modify and search for budget journals. It also budget journals that haven't been posted and to resubmit budget journ	ials
Grant 🗌 Revoke			
Grant Revoke		g Vendors* - Allows the user to request new vendors and and request changes to existing vendors and independent contractors.	
🗌 Grant 🔲 Revoke	Journal Entries* – Allows the user to create campus journals, correct campus journals, correct journal entries, correct voucher journal entries, and inter-unit campus journals. It also allows the user to edit campus journals that have not been posted and to delete campus journals.		
🗌 Grant 🗌 Revoke			
Grant CRevoke			
🗌 Grant 🗌 Revoke	Purchase Requisitions changes to them before make copies of requisiti	and Receiving* - Allows the user to create purchase requisitions and they are submitted. It allows the user to view the status of, cancel, prin ions. It also allows the user to create a change order. This role also allo its, make changes to receipts, handle returns, and close receipts short.	t, and
Grant Revoke	University Deposits* - Allows the user to process incoming payments at the department or school level, using direct journal deposits. Also allows the user to update and view deposits.		
Grant Revoke	Vendor Catalog** - Allows the user to place orders in the eProcurement vendor catalogs (such as Staples, Fisher Scientific). Also allows the user to view the status of the requisitions with which these orders are placed and to make changes to those requisitions.		
	Inquiry Roles** – Gives users access to the accounts payable, purchase order, budgets, accounts receivable, asset management, billing, general ledger, and eProcurement inquiry options.		
Grant Revoke		Only ** – Allows the user to view items in the eProcurement vendor s and Fisher Scientific) but not place orders from the catalogs.	
	Cont	ectCarolina Central Office	

Who can sign this form? Dept. Manager or Dept. Chair

		Updated 8/17
		eb Travel - Campus
Grant Revoke	Web Travel User** - allows grants Approvers access to the	s someone to access Web Travel and create Travel Documents. It all he application.
Grant Revoke	Web Travel FRED Adminis Groups and Routes for depart	strator** - allows someone to set up workflow Approval tments.
	And a second	el – Central Office Only
Grant Revoke		* - allows a Travel Agent from one of the approved Travel
and a second	Agencies access to the Travel	1 Agent functions.
Grant Revoke	Web Travel All Departmen allows generation of reports a	ts Reporting** - grants access to the reporting feature that against all departments
Grant Revoke	Web Travel All GA Departs allows generation of reports a	ments Reporting** - grants access to the reporting feature that against all GA departments
Grant Revoke		* - grants access to the Travel Office functions.
Grant Revoke	Web Travel Application Ad Travel business rules.	iministrator** - allows a user to configure the established Web
Grant Revoke		istrator** - grants super user access to all Web Travel functions.
	Purchasing	Card (P-Card) - Campus
Note to AR		ion or the Account Maintenance Form with every P-Card request.
Grant Revoke		llows a P-Card Accountholder to access Works to allocate expenses
		ness justification and sign-off on transactions, as well as generate
Grant Revoke		- allows the user to access Works to review, update, and provide sactions of Accountholders within their group.
Grant Revoke	P-Card Group Proxy Record	nciler** - allows a user to access Works to perform tasks on behalf ir group, as well as generate Accountholder activity reports.
□Grant □Revoke		This role allows the user to access Works to create and manage
		P-Card) - Central Office Only
Grant Revoke		grants access to the Reporting functions for all P-Cards in the system
Grant Revoke	P-Card System Administra	tor** - grants super user access to all P-Card functions.
		Property Management
Grant Revoke	Administrator	Manager User
pecial Data Leve	-	
pecial Data Dere		Business units:
View DEdit		u ha centre da la contra co
View Edit		
		Department numbers:
View Edit		
View Edit		
lease provide justific ontact responsible fo		unit access requests. This access must be approved by the authorized
		ing is required for this role.
		his role; training materials and courses are available.
Authorization sig	nifies that employee has	a business need for the requested access.
	ad/HR Officer Name:	Title:
•	Signature:	Date:
	-	
For Access Request	Coordinator Use Only:	



Pcard Access

One of these forms must accompany <u>any</u> Pcard related access request



THE UNIVERSITY of NORTH CAROLINA New Card Application

Bank of America Visa - Purchasing Card Enrollment Form

Institution Name: UNC-Chapel Hill

	ACCOUN	THOLDER INFORMA	TION		
Name on Card: (Accountholder)					(21 Characters)
Billing Address:					(26 Characters)
Billing City:		Billing State:		Billing Zip:	
Business Phone:	(919)				
Bus. Email Address:					
PID #:		ONYEN:			
Monthly Credit Limit:	\$	Single Transa	ction Limit:	s	
misused with this card.	Account	holder Signature			/
	Account	noider Signature		D	ate
Department: Bus. Email Address: Campus Mailing Address		Bus	Phone: (919		
Business Unit:				. ID:	
Program:0					
Business Mgr/Departmer	1t Head:				
		(Sig	nature)		
Print Name:				Date:	
		OPTIONAL			
(if ad	lditional space is needed	l, submit attachment with	required info	rmation)	
Group Proxy Reconciler 1	Name:		ONY	EN:	
Bus. Email:					
Scoped Auditor Name:		()	ONYI	EN:	
Bus. Email:					
1252.1.1F - PURCHASING CA					REVISED 9/12/

	12	52.1.2F U	NC-CH	Purchasin	g Card		
		Accou	nt Main	tenance Fo	rm		
For maintenance requ	iests including	SECTION	d, send cor	npleted form t	o your <u>Acces</u>	s Request Coo	ordinator (ARC)
For all other	maintenance 1	requests (a, l	b, c, e, & f),	send complete	ed form direc	tly to <u>pcard@u</u>	inc.edu.
Accountholder Nam	1e:					Date:	
Department:		Li	ist Four D	igits of Cred	it Card #:		
Type of Request (ch	eck all that ap	ply)					
A CANCEL CA	RD ACCOU	NT (a new	Accountly	older Agreeme	nt must be su	ibmitted to ob	tain a new card)
○ b. CHANGE DI	FAULT CH	ARTFIELD	STRING	(confirm val	iditu and hud	lest of new CF	S requested)
From				-			-
Bus. Uni	it Fund	Source	Dept.	Program	CC 1	CC 2	CC 3
To: Bus. Uni	t Fund	Source		- Program	CC 1	 CC 2	 CC 3
Oc. CHANGE CRI							
						ation Limit a	
in the second				or \$50,000) Si:	•	ction Limit (\$	
From	n: \$	To: \$			From: 5	To: 9	<u>. </u>
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From d. UPDATE GRU Group Approver Add Nam Bus. Emai Delete Ni Group Proxy Rec Add Nam Bus. Emai Delete Ni Scoped Auditor Add Nam Bus. Emai Delete Ni	1: 5 DUP OFFICI 1: :: :: :: :: :: :: :: :: : : : : : :	To:S	litional spa	ce is needed, s	From: \$	To: 5	suired informatic
From d. UPDATE GRU Group Approver Add Nam Bus. Emai Delete Ni Group Proxy Res Add Nam Bus. Emai Delete Ni Scoped Auditor Add Nam Bus. Emai Delete Ni Control Charles CA From:	1: 5 DUP OFFICI 1: 1: 2: 2: 2: 2: 2: 2: 2: 2: 2: 2: 2: 2: 2:	_ To:\$ ALS (if add	ditional spa	ce is needed, s	From: 5 ubmit attacht ONYEN ONYEN ONYEN	To:5	suired informatic



Pcard Account Maintenance Updates

THE UNIVERSITY of NORTH CAROLINA of CHAPEL HILL	
1252.12.2F UNC-CH Purchasing Card Account Maintenance Form For maintenance requests including <u>SECTION d</u> , send completed form to your <u>Access Request Comp</u> For all other maintenance requests (a, b, c, e, & f), send completed form directly to <u>peard@um</u> Accountholder Name: Department: Last Four Digits of Credit Card #:	THE UNIVERSITY
Type of Request (check all that apply) a. CANCEL CARD ACCOUNT (a new Accountholder Agreement must be b. CHANGE DEFAULT CHARTFIELD STRING (confirm validity and b	of NORTH CAROLINA at CHAPEL HILL
From: Bus. Unit To: Bus. Unit Bus. Unit Bus. Unit Fund Source Dept Program CC1 CC1 CC1 CC1	1252.1.2F UNC-CH Purchasing Card Account Maintenance Form For maintenance requests including <u>SECTION d</u> , send completed form to your <u>Access Request Coordinator</u> (ARC).
C. CHANGE CREDIT LIMIT(S) Monthly Credit Limit (8:00: \$55:000; \$50:000; \$50	For all other maintenance requests (a, b, c, e, & f), send completed form directly to <u>pcard@unc.edu</u> . Accountholder Name:
Add Name: ONYEN	Department: Last Four Digits of Credit Card #:
Group Proxy Reconciler Add Name:ONYEN Bus. Email: Delete Name:	
Scoped Auditor Add Name: ONYEN Bus. Email: Delete Name:	 Submit only requests to update group officials (section"d") via InfoPorte.
e. CHANGE CAMPUS MAILING ADDRESS From: To: f. OTHER (please specify):	All other requests should be emailed
Accountholder Signature Bus Mgr/Dept. Head Signature 1252.12F - UNC-CH PURCHASING CARD ACCOUNT MAINTENANCE FORM	directly to the Pcard office at pcard.unc.edu.



Surplus Property Management

Form must accompany SPMS request



604.1.1f -Surplus Property Management System (SPMS) Department Initial Registration

If you are an administrator for more than one department, please submit one form per department number.

Date of Request:

DEPARTMENT INFORMATION

Department Number: Department Name:	-
Building Name:	
Building Address:	
Campus Box:	
Phone Number: Fax Number:	
Department Default Account Number for Surplus Warehouse Purchase:	
Business Unit:Fund:Source:Department:	

PROFILE CONTACT INFORMATION

Name (as found in campus directed	o ry):		
Title:			
Email (as found in campus directo	ory):		
Phone Number:			
Role (select one):			OR

Signature

Supervisor Authorization - Signature

This form needs to be submitted along with the Access Request Form to your Access Request Coordinator (ARC) in your Department. A list of ARCs can be found at CC Info at: https://ccinfo.unc.edu/files/2017/03/Infoporte-Admin Access-Request-Coordinator-list.pdf

604.1.1f - Surplus Property Management System (SPMS) Department Initial Registration

Revised 02/21/2019



HR Systems Access

		REC	UEST FOR HR SYSTEM	ACCESS	- <u>CAMPUS</u>		HR/Payroll	REC	QUEST FOR HR SYSTEMS	ACCESS - <u>CAMPUS</u>
Employee/User Inform	ation						SECTION B - Land only I-9.5	Suctem (Only permanent UNC-Chan	el Hill employees can be arant	ed access to LawLogix. Access should be
Last Name:		First Name:		MI:				ives whenever possible. Role requir		
Department		Department/School					Role Requested:	Department Originator		
Number:		Name:	1	Phone:	CB:			(Only permanent UNC-Chapel Hill H	IR Representatives and select	Business Office employees can be granted
Onyen:			PID:				access to CastleBranch.)			
Working Title:			Email Address:		- 1 K		School/Division Name:			
Position Number:			Position Classification:							
UNC Healthcare emplo	oyee:	Yes No								
Is this person designate	ed as an HR		ent reprov				SECTION D – PeopleAdmin	If you need historical department	access, alease include those d	epartment numbers in the Department
Represer Departm	Conno	ectCarol	ling LID				Number section under Typ			
HR Acces	Conne						HR Representative**		Department View	
Conn							Search Committee Edito	or		
Castle	LawLo	gix						APPROVAL ACCES	S FOR PEOPLEADMIN ACTION	vs
							Department Approver Ro	les		
Action Re	Castle	Branch				ser	SHRA Department/Divis	ion Approver	Department EEO Appro	wer
Effective	Doople	eAdmin					School/College Approver	Roles		
	People	eAunni					SHRA Department/Divis	ion Approver	EHRA School/Division A	pprover
		wodva	ry by day	narti	mont		**Role requires user to atte	end training prior to access being gro	inted.	
do you ne KOI	es ano	weu va	ry by dej	parti	пен		SECTION E – InfoPorte Hum	nan Resources		
Student, I CastleBra							Campus Views			
							Justification for Access:			
Section A						_				
HR Representative Basic Originator	Paycheck S			Payroll Report	s Other:					
	1-	signated campus HR Repi		IT Advanced						
osers assigned to these	e roles mase de o des		PPROVER ROLES							
Department Roles	Depart	tments	School/Division Role	•c	Departments					
Department noies	Deput			80. (A	beparanents		DEPARTMENTAL SIGNATU		23.0	
Level 1 HR Approve	ir		Level 2 HR Approv	er			Users cannot authorize the	eir own access. Proxy signatures ca	nnot be accepted.	
	Receiver		—	and a second			User Signature:		Date:	
Level 1 Budget App	rover		Level 2 Budget Ap	prover			Supervisor Name: (please print)		Title:	
Level 1 Student App	prover		Level 2 Student Ap	prover			Supervisor Signature:		Date:	
		_					HR Officer Name:		Title:	
Level 1 Student Rev	viewer		Level 2 Student Re	viewer			(plage print)		itte:	

Who signs this form?

- 1. Requested User
- 2. Supervisor or Dept. Manager
- 3. College HR Officer Ashante Diallo

Submit request with first two signatures. Dean's Office will acquire HR Officer signature.

CC Student Administration



ConnectCarolina and Related Applications Access Request Tool *Student Administration*

Employee Infor	mation:					
Name:		Phone / email:				
PID #:		ONYEN:				
Home Dept. #:		Home Dept. Name:				
Manager Name:		Manager Phone:				
Manager Title:		Manager email:				
FERPA Tr	aining is required and veri	fied for all Student Admi	nistration access			
ADMISSIONS						
	Slate application -	- Graduate/Professional				
□Grant □Revoke	Search and view applications, a run queries/reports. (Reader/Ev		on recommendations, and			
□Grant □Revoke	All access of Reader/Evaluator plus create queries/reports, create communications, access to the audit log and interactions, and events/interviews scheduling. (Coordinator)					
□Grant □Revoke	All access of Coordinator plus move applications within evaluation bins, access to applicant inbox, and release admission decisions. (Director)					
Applications Centers	/ Programs (required):					
	ConnectCarolina A	dmissions Undergraduate				
	ate applications is limited to the adm ntact Undergraduate Admissions.	iissions office. If you believe you	r position requires you to			
	ConnectCarolina Admi	ssions Graduate/Professional				
	View application and status in a checklists, view application ma					

□Grant □Revoke	View application and status in Application Maintenance, view and update application checklists, view application materials in WebNow. For student services managers responsible for supporting graduate or professional applicants. (Student Services Manager)
□Grant □Revoke	View applications and status. (Applications Maintenance View Only)
□Grant □Revoke	Update application status and enter decisions. (Application Maintenance) – NOTE: update access to this page is limited to the Graduate School or programs that administer their own programs.
Applications Centers	Programs (required):

FINANCIAL AID

Access to ConnectCarolina Financial Aid is not available to campus users. If you feel that you have an access need for financial aid information, please contact that office directly.

STUDENT FINANCIALS

Grant Revoke	View student financial information - Student Services Managers (External View Only)
□Grant □Revoke	Post department charges to student accounts (Post Dept Charges) Requires Student Financials training and a Service Level Agreement.
□Grant □Revoke	Post department charges to student accounts in batch (Post Dept Charges – Batch) Requires Student Financials training and a Service Level Agreement.
□Grant □Revoke	View queries of charges billed through Cashier's Office (Dept Charges Query) Requires Student Financials training and a Service Level Agreement.

Department name and number (required):

11	ectCarolina access before? □ No □ Yes in	and the second
Have you had Conn	and a second from the second	department
□Grant □Revoke	View students' programs, plans, sub-plans, enrollm (Student Records - View Only)	ients, and wait lists.
□Grant □Revoke	Modify students' programs, plans and sub-plans; er students during open enrollment; enroll/drop stude drop/add period; enroll/drop students from a single closes; work with overrides to process enrollments; registrations or withdraw students for one or more i (Enroll/Withdraw Students) Requires Student Reco	nts from a single course during the course after the registration period view wait lists; cancel existing terms; and term activate students.
□Grant □Revoke	Create student blocks and course blocks, merge stu overrides for students in block-enrolled classes, ret enrollment process, and search for previously-proc Students) Requires Student Records training class.	rieve the results of the block
□Grant □Revoke	Access Tar Heel Tracker reports, submit adjustment reports, and view previously-submitted adjustments Requires Student Records training class.	
□Grant □Revoke	Schedule classes and make changes to previously s schedule maintenance window; enter reserve capac change enrollment during the extended course sche (Classroom Scheduling/Ad Astra)	ities, instructors, and notes; and
□Grant □Revoke	View scheduled classes. (Scheduling - View Only)	
□Grant □Revoke	Input comments and update the graduation status of module in ConnectCarolina (Grad Tracker). For "g commonly academic advisors) in each school of di (Graduation Coordinator) Requires Student Record	graduation coordinators" (most vision.

□Grant □Revoke	Approve grade roster of classes for which you are the primary instructor and access the online Grade Change Request page to initiate or approve grade changes. For primary instructors for a course. (Grade Approver) Requires Student Records training class.
Grant Revoke	View student residency classification. (Residency - View Only)
□Grant □Revoke	Update a student record with residency information. For Residency Determination Officers. (Residency - Classifier) Requires Student Records training class.
Grant Revoke	Add approved users to the Instructor Table. (Add Instructor)
Department name and	number (required):
Other Information for	Student Records access:

OTHER	THER			
Grant Revoke	Create PIDs in ConnectCarolina (PID Create) Requires training provided by PID Office.			
□Grant □Revoke	View awards entered into GradStar, the system used to pay non-service stipends, tuition and fee awards to graduate students. (GradStar View Only) Requires online training (CBT).			
□Grant □Revoke	Enter awards into GradStar, the system used to pay non-service stipends, tuition, and fee awards to graduate students. (GradStar Campus User) Requires online training (CBT).			
Grant Revoke	PS Query access to GradStar User Queries.			
Grant Revoke	View graduate student enrollments in the Graduate Student Health Insurance Program (GSHIP). (GSHIP View Only) Requires online training (CBT).			
□Grant □Revoke	Enroll graduate students in the Graduate Student Health Insurance Program (GSHIP). (GSHIP Campus User) Requires online training (CBT).			

Department name and number (required):

Dean/ Department Head/	Title:
IR Officer Name:	
Signature:	Date:

I FI		
	I.	I.II

CC Student Administration



ConnectCarolina and Related Applications Access Request Tool *Student Administration*

Name:		Phone / email:	
PID #:		ONYEN:	
Home Dept. #:	Ho	me Dept. Name:	
Manager Name:		Manager Phone:	
Manager Title:		Manager email:	
FERPA Tr	aining is required and verified for	all Student Administrat	tion access
ADMISSIONS			
	Slate application - Gradua	te/Professional	
□Grant □Revoke	Search and view applications, add evalu run queries/reports. (Reader/Evaluator)	ation notes and decision recon	nmendations, and
□Grant □Revoke	All access of Reader/Evaluator plus cre access to the audit log and interactions,		
	All access of Coordinator plus move applications within evaluation bins, access to applicatin inbox, and release admission decisions. (Director)		
□Grant □Revoke			ns, access to
			ins, access to
	applicant inbox, and release admission	ecisions. (Director)	ins, access to
Applications Centers	applicant inbox, and release admission Programs (required):	ecisions. (Director) : Undergraduate	
Applications Centers	applicant inbox, and release admission of Programs (required): ConnectCarolina Admission ate applications is limited to the admissions of	ecisions (Director) L'Indergraduate ffice. If you believe your positic	
Applications Centers	applicant inbox, and release admission of Programs (required): ConnectCarolina Admission ate applications is limited to the admissions of fact Undergraduate Admissions.	ecisions, (Director) Undergraduate ffice. If you believe your positic aduate/Professional on Maintenance, view and up WebNow. For student servic	n requires you to
Applications Centers Access to undergradu view applications, con	apolicant inbox, and release admission of Programs (required): ConnectCarolina Admissions of tact Undergraduate Admissions. ConnectCarolina Admissions G View application and status in Application checklists, view application materials in responsible for supporting graduate or p	ecisions. (Director) Undergraduate ffice. If you believe your positic aduate/Professional on Maintenance, view and up WebNow. For student servic rofessional applicants.	n requires you to date application es managers
Applications Centers Access to undergradu view applications, con Grant Revoke	apolicant inbox, and release admission of Programs (required): ConnectCarolina Admissions of tard Undergraduate Admissions. ConnectCarolina Admissions G View application and status in Applicat checklists, view application materials in responsible for supporting graduate or p (Student Services Manager)	ecisions, (Director) Undergraduate ffice. If you believe your positic aduate/Professional on Maintenance, view and up WebNow. For student servic rofessional applicants. ions Maintenance View Only) sions. (Application Maintenance	n requires you to date application es managers nce) - NOTE:

FINANCIAL AID

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STUDENT FINANCIALS

□Grant □Revoke	View student financial information - Student Services Managers (External View Only)	
□Grant □Revoke	Post department charges to student accounts (Post Dept Charges) Requires Student Financials training and a Service Level Agreement.	
□Grant □Revoke	Post department charges to student accounts in batch (Post Dept Charges – Batch) Requires Student Financials training and a Service Level Agreement.	
	View queries of charges billed through Cashier's Office (Dept Charges Query)	
Department name and	i number (required):	
STUDENT KEU	UKD5	
Have you had Conn	ectCarolina access before? 🛛 No 🗆 Yes indepartment	
Grant Revoke	View students' programs, plans, sub-plans, enrollments, and wait lists. (Student Records - View Only)	

□Grant □Revoke	View students' programs, plans, sub-plans, enrollments, and wait lists. (Student Records – View Only)
□Grant □Revoke	Modify students' programs, plans and sub-plans; enroll/drop/swap single courses for students during open enrollment; enroll/drop students from a single course during the drop/add period; enroll/drop students from a single course after the registration period closes; work with overrides to process enrollments; view wait lists; cancel existing registrations or withdraw students for one or more terms; and term activate students. (Enroll/Withdraw Students) <i>Requires Student Records training class.</i>
□Grant □Revoke	Create student blocks and course blocks, merge student blocks with course blocks, handle overrides for students in block-enrolled classes, retrieve the results of the block enrollment process, and search for previously-processed block enrollments. (Block Enroll Students) Requires Student Records training class.
□Grant □Revoke	Access Tar Heel Tracker reports, submit adjustments to students' Tar Heel Tracker reports, and view previously-submitted adjustments for students. (Tar Heel Tracker) <i>Requires Student Records training class.</i>
□Grant □Revoke	Schedule classes and make changes to previously scheduled classes during the course schedule maintenance window, enter reserve capacities, instructors, and notes; and change enrollment during the extended course schedule maintenance window. (Classroom Scheduling/Ad Astra)
Grant Revoke	View scheduled classes. (Scheduling - View Only)
□Grant □Revoke (Grant □Revoke (Grant □Revoke) (Graduation coordinator) Requires Student Records training.	

□Grant □Revoke	Approve grade roster of classes for which you are the primary instructor and access the online Grade Change Request page to initiate or approve grade changes. For primary instructors for a course. (Grade Approver) Requires Student Records training class.	
□Grant □Revoke	View student residency classification. (Residency - View Only)	
Grant Revoke	Update a student record with residency information. For Residency Determination Officers. (Residency - Classifier) Requires Student Records training class.	
	· · · · · · · · · · · · · · · · · · ·	
Department name and	number (required):	
Out the The section of the	Churdent Describe second	

Grant Revoke	Create PIDs in ConnectCarolina (PID Create) Requires training provided by PID Office
□Grant □Revoke	View awards entered into GradStar, the system used to pay non-service stipends, tuition and fee awards to graduate students. (GradStar View Only) Requires online training (CBT).
□Grant □Revoke	Enter awards into GradStar, the system used to pay non-service stipends, tuition, and fe awards to graduate students. (GradStar Campus User) Requires online training (CBT).
Grant Revoke	PS Query access to GradStar User Queries.
□Grant □Revoke	View graduate student enrollments in the Graduate Student Health Insurance Program (GSHIP). (GSHIP View Only) Requires online training (CBT).
	(OSTIF Campus Oser) Requires online training (CD1).
Department name and	number (required):
Authorizatio	number (required):
•	number (required):
Authorizatio Dear Department Head	number (required):
Authorizatio Dear Department Hea HR Officer Name Signature	number (required):



THE UNIVERSITY of NORTH CAROLINA at CHAPEL HILL Department name & number is required at the end of <u>EACH</u> requested section

CC Student Administration



ConnectCarolina and Related Applications Access Request Tool *Student Administration*

Employee Inform	nation:		
Name:		Phone / email:	
PID #:		ONYEN:	
Home Dept. #:	Но	me Dept. Name:	
Manager Name:		Manager Phone:	
Manager Title:		Manager email:	
FERPA Tr	ining is required and verified for	all Student Admi	nistration access
ADMISSIONS			
	Slate application – Gradua	te/Professional	
□Grant □Revoke	Search and view applications, add evalu run queries/reports. (Reader/Evaluator)	ation notes and decisio	on recommendations, and
□Grant □Revoke	All access of Reader/Evaluator plus creat access to the audit log and interactions, a		
□Grant □Revoke	All access of Coordinator plus move app applicant inbox, and release admission d		ation bins, access to
Applications Centers	Programs (required):		
	ConnectCarolina Admission	Undergraduate	
	ite applications is limited to the admissions o tact Undergraduate Admissions.	ffice. If yo <mark>u believe</mark> you	ir position requires you to
	ConnectCarolina Admissions Gr	aduate/Professional	

plication agers	□Grant □Revoke
	□Grant □Revoke
NOTE: administer	□Grant □Revoke
	Grant Revoke

FINANCIAL AID

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STUDENT FINANCIALS

□Grant □Revoke	View student financial information - Student Services Managers (External View Only)
□Grant □Revoke	Post department charges to student accounts (Post Dept Charges) Requires Student Financials training and a Service Level Agreement.
□Grant □Revoke	Post department charges to student accounts in batch (Post Dept Charges – Batch) Requires Student Financials training and a Service Level Agreement.
□Grant □Revoke	View queries of charges billed through Cashier's Office (Dept Charges Query) Requires Student Financials training and a Service Level Agreement.

Department name and number (required):

STUDENT REC	ORDS	
Have you had Conn	ectCarolina access before? □ No □ Yes in	department
□Grant □Revoke	View students' programs, plans, sub-plans, enrollme (Student Records - View Only)	ents, and wait lists.
□Grant □Revoke	Modify students' programs, plans and sub-plans; enroll/drop'swap single courses for students during open enrollment; enroll/drop students from a single course during the drop/add period; enroll/drop students from a single course after the registration period closes; work with overrides to process enrollments; view wait lists; cancel existing registrations or withdraw students for one or more terms; and term activate students. (Enroll/Withdraw Students) <i>Requires Student Records training class</i> .	
□Grant □Revoke	Create student blocks and course blocks, merge student blocks with course blocks, he overrides for students in block-enrolled classes, retrieve the results of the block enrollment process, and search for previously-processed block enrollments. (Block E Students) Requires Student Records training class.	
□Grant □Revoke	Access Tar Heel Tracker reports, submit adjustments to students' Tar Heel Tracker reports, and view previously-submitted adjustments for students. (Tar Heel Tracker) Requires Student Records training class.	
□Grant □Revoke	Schedule classes and make changes to previously so schedule maintenance window; enter reserve capaci change enrollment during the extended course sched (Classroom Scheduling/Ad Astra)	ities, instructors, and notes; and
Grant Revoke	View scheduled classes. (Sche	
	Input comments and update t	

Grant DRevoke

Approve grade roster of classes for which you are the primary instructor and access the online Grade Change Request page to initiate or approve grade changes. For primary instructors for a course. (Grade Approver) Requires Student Records training class. Grant Revoke View student residency classification. (Residency - View Only) Grant Revoke Update a student record with residency information. For Residency Determination. Officers. (Residency - Classifier) Requires Student Records training class. Grant Revoke Update a student record with residency information. For Residency Determination. Officers. (Residency - Classifier) Requires Student Records training class. Grant Revoke Add approved users to the Instructor Table. (Add Instructor) Department name and number (required): Other Information for Student Records access:

OTHER	
Grant Revoke	Create PIDs in ConnectCarolina (PID Create) Requires training provided by PID Office.
□Grant □Revoke	View awards entered into GradStar, the system used to pay non-service stipends, tuition, and fee awards to graduate students. (GradStar View Only) Requires online training (CBT).
Grant Revoke	Enter awards into GradStar, the system used to pay non-service stipends, tuition, and fee awards to graduate students. (GradStar Campus User) Requires online training (CBT).
Grant Revoke	PS Query access to GradStar User Queries.
Grant Revoke	View graduate student enrollments in the Graduate Student Health Insurance Program (GSHIP). (GSHIP View Only) Requires online training (CBT).
□Grant □Revoke	Enroll graduate students in the Graduate Student Health Insurance Program (GSHIP). (GSHIP Campus User) Requires online training (CBT).

Department name and number (required):

Authorization signifies that employee has a business need for the requested access.							
Dean/ Department Head/ HR Officer Name:	Title:						
Signature:	Date:						

For Access Request Coordinator Use Only:

Who can sign this form? Dept. Manager or Dept. Chair



Common Errors

Not putting dept. name & # when required Selecting both view only & user options

Incomplete headers Not including Pcard or SPMS supplemental forms

Not completing training

Submitting request before hire/transfer date



How to submit an access request in InfoPorte

	OPORTE	Click on	<mark>the Finar</mark>	ice tab	<mark>in InfoPorte</mark>	Horn Inbox		Tools Co	inters Settings
Dept Accoun	ting Financial Re	eporting OSR Financial Rep	porting Financial Request	Budget Process Oth	her Reports Monthly Reports				
Ledger Rollups	s Transactions Al	I GL Activity Grants Soft En	cumbrances Program/Cost Co	de IPT Cost Code UNC	CFP				
Main Ledgers	OSR Ledger Parer	nt Ledgers Capital Improveme	nt						
Fund Type	(select)	✓ Fund	(show all)	Program					
Fiscal Year	(2 selected)	♥ Source		Bus Unit					
Budget Period	2020	✓ Account		Show So Encumbrance	· ·			X	RE .
Acct Period	2-August	♥ Dept ID	(show all)	Encomprance	Search Clear				
	*Toggle buttons	s to exclude/include optional fields for ro	llup groupings.						

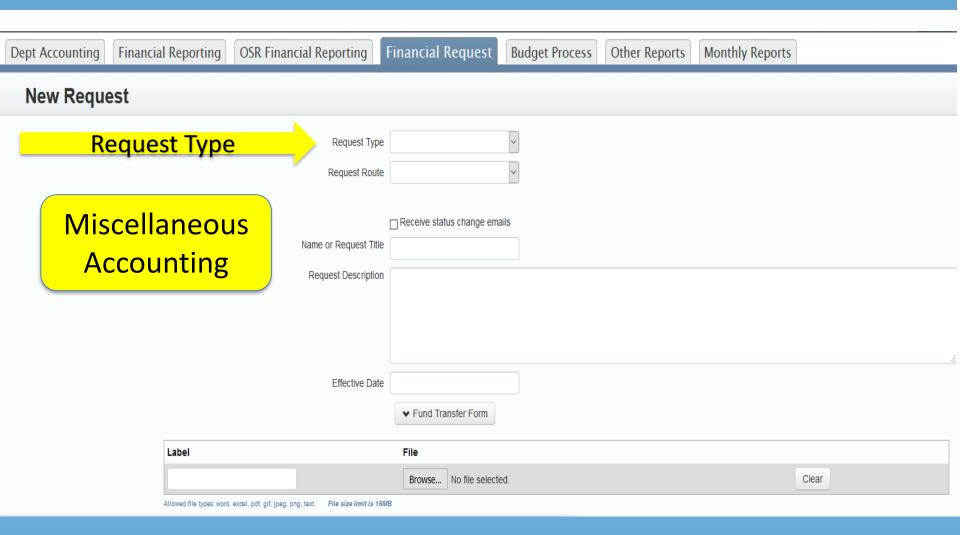
No data available in table.



Select Financial Red	<mark>juest</mark>	
	Home Index Finance HR Faculty	Tools Cores Settings
Dept Accounting Financial Reporting OSR Financial Rep	ing Financial Request Judget Process Other Reports Monthly Reports	
Ledger Rollups Transactions All GL Activity Grants Soft En Main Ledgers OSR Ledger Parent Ledgers Capital Improvement		
Fund Type (select)	(show all) Program	
Fiscal Year (2 selected) Source	Bus Unit	
Budget Period 2020 Account	Show Soft Show Projections Encumbrances	X 📆
Acct Period 2-August Dept ID *Toggle buttons to exclude/include optional fields for ro	(show all) Search Clear	

No data available in table.







	RTE						Home	(Inbox	\$ Finance
Dept Accounting	Financial Reporting	OSR Financial Reporting	Financial Request	Budget Process	Other Reports	Monthly Reports			
New Requ	est								
Reques	<mark>t Access Route</mark>	Request Type Request Rou		×					
		Name or Request Tit Request Descriptio		ails					
	Label Allowed file types: word	Effective	College Con College Con College Stud College Info	nectCarolir nectCarolir lent Admir	na Access histration	Request – Request – Access Rec	Finance		
			Save	Share	Cancel				



									Home	Inbox Finance
Dept Accounting Fina	ancial Reporting	OSR Financial Reporting	Financial	Request	Budget Proces	other R	eports	Monthly Reports		
New Request										
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		Request Route	e College Conr	nect Carolina Ac			war	<mark>nt to receive</mark>	e	
Sta	tus upda	ites		tus change emai	ils		sta	tus updates	;)	
		Request Description								
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			Save	Submit	Share	Cancel				
of N	E UNIVERSI ORTH CARC HAPEL HILI	LINA								

							Home	Inbox Finance
Dept Accounting Financia	Reporting (OSR Financial Reporting	Financial Request	Budget Process	Other Reports	Monthly Reports		
New Request								
		Request Typ	e Miscellaneous Accounting	~				
Any helpful info: i.e. "Training is completed"								
Request De	Request Description Request Description							
		Effective Dat	e Vend Transfer Form					
	Label		File					
	Allowed file types: word evo	el odf olf ipen ong text File size limit is 1	Browse No file selecte	ed.		Clear		
Allowed file types: word, excel, pdf, gif, jpeg, png, text. File size limit is 16MB								
			Save	Share	Cancel			
of NOR	NIVERSITY TH CAROL PEL HILL							

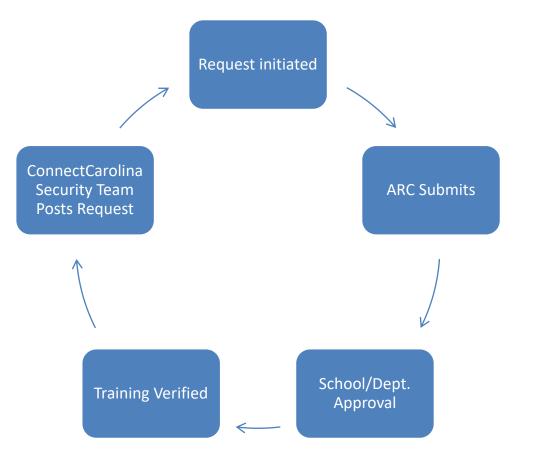
	RTE						Home Inbox Finance
Dept Accounting	Financial Reporting	OSR Financial Reporting	Financial Request	Budget Process	Other Reports	Monthly Reports	
New Reque	est						
		Request Typ Request Rout		~ .c(~			
		Name or Request Tit Request Descriptio		ails			
	Effective Da		te				
			✓ Fund Transfer Form				
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			Browse No file selecte	ed.		Clear	
	Allowed file types: word	, excel, pdf, gif, jpeg, png, text. File size limit is f	6MB				
			Save	Share	Cancel		
	THE UNIVERSI of NORTH CARC at CHAPEL HILI	DLINA					

					Home	Inbox Fi	\$
Dept Accounting Financial Reporting OSR Financial Reporting	Financial Request	Budget Process	Other Reports	Monthly Reports			
New Request							
Request Type Request Route		× ×					
Name or Request Title Request Description		ills					
Document File			ch requ				5.d
Effective Date	✓ Fund Transfer Form		cumen	its			
Label Allowed file types: word, excel, pdf, gif, jpeg, png, text. File size limit is 16M	File Browse No file selecte	ed.			Clear		
	Save	Share	Cancel				
of NORTH CAROLINA							

	RTE						Home	Inbox Finance
Dept Accounting	Financial Reporting	OSR Financial Reporting	Financial Request	Budget Process	Other Reports	Monthly Reports		
New Reque	est							
		Request Typ Request Rout		~ c(~				
		Name or Request Tit Request Descriptio		ails				
		Effective Dat	♥ Fund Transfer Form					
	Label		File					
	Allowed file types: word	, excel, pdf, gif, jpeg, png, text. File size limit is 1	Browse No file selecte	ed.		Clear		
			Save Submit	Share	Subm	it Request		
	THE UNIVERSI	LINA						

The Lifecycle of an Access Request

After your request is submitted, it must move through several stops. Depending on time of the year and training required, processing time can take from 2 business days to several weeks.





Examples of InfoPorte Update Comments

User	Routing Stop	Action	Date/Time	Message
Laura Yurco	0	Originated	6/4/2019 14:50	
Joy Montemorano	1	Updated	6/4/2019 16:01	Submitted for processing.
Joy Montemorano	1	Complete	6/5/2019 08:14	
Joy Montemorano	1	Posted	6/5/2019 08:14	Request Posted

<u>Updated/Submitted for processing</u> = Request has been submitted by ARC to the relevant approval routes.

<u>Complete/Posted</u> = Request completed. User should now have access.



Questions?

Call or email Joy Montemorano 919-445-0201

