



FINANCIALS SYSTEMS - PEOPLESFT SPECTRUM+ PANTHERMART

REQUEST FOR: NEW USER ACCESS
 CHANGE OF ACCESS
 TERMINATE ALL ACCESS

Employee Name: _____

Campus ID: _____ Employee ID: _____ Panthercard #: _____

Campus Email: _____ College or VP Area: _____

Campus Phone: _____ Dept. Name and Number: _____

Financial Systems Security Access:

Inquiries / Reports / Query Viewer / PantherMart Shopper *(all users will get this access by default)*

Additional access for Spectrum+ :		Additional access for PantherMart :	
<input type="checkbox"/> POs & Vouchers	<input type="checkbox"/> GL Journals	<input type="checkbox"/> Requestor	<input type="checkbox"/> Receiver

Other changes requested: _____

Financial Systems Workflow Roles *(optional)*: **

Department Approver 1 Department Approver 2
 Project Approver 1 Project Administrator Project Approver 2

Notes: ** If any of these boxes are checked please complete the *SpectrumWorkflowRequest.doc* for adding/changing workflow routings.

<p>Departmental Signature of Approval: ** _____</p> <p><small>(i.e. Business Manager, Chair, or Director)</small></p> <p>Departmental Signature of Approval is not required by the Spectrum Office; however, it may be required by some Colleges and/or VP units.</p>	Date: _____
<p>CRT Member Signature of Approval: _____</p> <p><small>(i.e. College Administrative Officer, Financial Officer)</small></p> <p>for list of CRT members please see: https://finance.gsu.edu/spectrum-services/campus-rollout-team/</p>	Date: _____

Please scan the completed form and email it to Spectrum Team <spectrum_team@langate.gsu.edu>
The employee will be notified in 2-3 business days by phone or email of the completion of their security setup.

For Spectrum Office use only:

Changes made: _____ Date: _____
person making changes