

Request Form for Spectrum (Peoplesoft Financials) and PantherMart

New User User Modification

Please type

First Name: _____ Last Name _____

Title: _____ Department: _____

Campus ID: _____ Panther Number: _____ HR Employee ID: _____

Phone: _____ Email: _____

Each user is given basic access: Spectrum Inquiries, Reports, Query Viewer / PantherMart Shopper

Additional access: Spectrum: GL Journals PantherMart: Requestor Receiver

Specialized access requests should be included here. All requests must be aligned with the principle of least privilege - An individual's access to data and associated permissions should be limited to the access and permissions needed to perform their job functions.

For Spectrum/PantherMart workflow please see *Spectrum Workflow Request Form*

Signatures of Approval ****REQUIRED****

Employee Supervisor:

Name _____ Signature _____ Date _____

College/Unit FINAC (Financial Advisory Committee) member (College Administrative Officer, Financial Officer):

Name _____ Signature _____ Date _____

Please send completed form to Spectrum Team <spectrum_team@gsu.edu>

The employee will be notified by email of the completion of their security setup.

For Spectrum use only:

Name _____ Signature _____ Date _____

Request Form for Spectrum (Peoplesoft Financials) and PantherMart

Please type

First Name: _____ Last Name _____

Campus ID: _____ Panther Number: _____

The Family Educational Rights and Privacy Act (FERPA) and university policy restrict the release of student information. Student information accessed through Spectrum, PantherMart and extract files is available only to university faculty and staff and only when required for the performance of their duties. Users must have a legitimate educational interest. Penalties are severe for both the university and the user who violates a student's right to privacy.

Please type your job responsibilities specifically related to the requested access. The request will not be processed without this information.

****REQUIRED****

As part of my duties and responsibilities as an employee at Georgia State University, I may be given access to PantherMart and/or Spectrum. The privacy of information in these systems is protected by federal and state law and I acknowledge that it is my responsibility to maintain the privacy of those records and to only use the information for authorized purposes related to my work for Georgia State. I have read the guidelines for the use of these systems and understand all the requirements set forth in those guidelines. I understand that I may not share system passwords with other individuals except as expressly authorized by my supervisor. I understand that employees may not make changes to their own records, even for business purposes, and that making changes known to be false or misleading to any records is grounds for disciplinary action, up to termination. I further acknowledge that my failure to follow the guidelines may subject me to disciplinary action up to and including dismissal as well as possible legal action.

User Signature _____ Date _____