



Request for Ariba System Access

(Instructions for Form completion on back)

- Check one: New User Add Access
- Change in Access Delete Account
- Remove Access

Applicant Name: _____ NSU ID#: N _____
(Print name)

Phone Number: _____ Email Address: _____@nsu.nova.edu

Applicant Signature: _____ Date: _____
(I agree to abide by the conditions set forth on the back of this form)

Supervisor NSU ID#: N _____ Supervisor email: _____@nova.edu

Supervisor Signature: _____ Date: _____
(Sign name) (Print name)

Dean, Vice President or Director Signature: _____ Date: _____
(Sign and Print name)

Limit Access?

Activity Code _____ Yes No

Dept/Prog Code: _____ Yes No

Index _____ Yes No

Approval Group(s)

System Access

- Travel & Expense Access
- Check Request
- Sourcing (*Purchasing use only*)
- E-invoice (*Accounts Payable use only*)
- Requisition Access:
 - View All Catalogs
 - Limit Catalog Access to the following:

(Visit our complete list of available catalogs)

<http://www.nova.edu/cwis/bsv/purchasing/forms/eprocurementcatalog.pdf>

To Be Completed by:	
Office of Budget Administration	Date Authorized: _____
Comments _____	Signature: _____
OIT Use Only	Date request completed: _____
Comments _____	Completed by: _____

Instructions for Form Completion – Ariba System Access

This form must be used to add a new user account (New Account), remove current access and replace with items specified on the form (Change in Access), remove specific access (Remove Access), add access to new information (Add Access), or terminate user access (Delete Account) to the Ariba System for an NSU employee.

APPLICANT:

The Applicant must write their name, NSU ID #, phone number, and email address. The Applicant must sign and date the request. Once completed and approved by the appropriate management levels, the request for access should be submitted to the Office of Budget Administration for authorization, who will subsequently forward the form to the Office of Information Technology (OIT) for processing.

SUPERVISOR:

- Activity Code = The 2 or 3 digit Activity Code associated with your center/department must be completed. Limited Access should be requested for all non-central administrative personnel.
- Dept/Prog Code = The 4 or 5 digit code associated with the Index (Dept/Prog Code) must be completed.
- Index = The 6 digit index code that an end user typically uses must be completed.
- Approval Groups = List any associated approval groups.
- Limit Access = Check the appropriate “Yes” or “No” box to determine whether or not the applicant’s access should be limited to the information listed on the form. A box must be checked for each item or the form will be returned.
- System Access = Check the box for Purchase Requisitions and/or Request Travel & Expense to give the Applicant access. Refer to the referenced website for a comprehensive list of currently active catalogs for access to specific catalogs.

SIGNATURES

Applicant: By signing the front of this form, you agree to abide by university standards covering computer usage, record confidentiality, and/or other policies related to computers and information. You are responsible for the security of the data to which you have access. This includes, but not limited to, your adherence to university and departmental policies regarding access to data; keeping data, data storage devices, and printouts in secure locations; periodically changing passwords; and ensuring your workstation is not accessible to others who do not have legitimate access to it when you are not physically present. Consult the NSU Policy on Acceptable Use of Computing Resources and the NSU Information Security Policy and Procedures Compilation available online at www.nova.edu/common-lib/policies for a more complete resource on university policies. Failure to follow such policies and procedures may result in administrative actions up to and including termination.

Data to which you have access in the conduct of legitimate university business may not be used for any other purposes, nor may you pass it on to any other person/entity, in any form, for any purpose other than legitimate university business.

Applicant Supervisor: By signing the front of this form, you acknowledge that the Applicant will have access to certain information that may be proprietary or confidential, based on the requested access. You are responsible for training/monitoring your staff’s use of confidential data to help ensure they are conforming to university policy. Consult the NSU Policy on Acceptable Use of Computing Resources available online at www.nova.edu/common-lib/policies for a more complete resource on university policies. If the Applicant deviates from such proper use, you will inform the appropriate OHR and/or OIT personnel so that corrective action can be taken. At the termination of duties requiring such access, you will inform the appropriate OIT personnel so that the Applicant’s account can be removed from the system.

Dean, Vice President or Director: By signing the front of this form, you acknowledge that the appropriate authorization from your center/department has been given to create or modify the defined account based on the requested access.

Office of Budget Administration: By signing the front of this form, you acknowledge that the Applicant will have access to certain information that may be proprietary or confidential, based on the requested access. You agree to open an account for the Applicant and give the Applicant access to the information as defined by this form.

Office of Information Technology: By signing the front of this form, you acknowledge that you have completed the request to add, change, or terminate the Applicant, based on the information and approvals provided.