

## Fiscal Services: IT Services

### Request for FRS Access

Users may fill out the FRS Access form to request access to the Financial Reporting System (FRS). The following instructions assist you in completing the form.

#### INSTRUCTIONS ON HOW TO FILL OUT A REQUEST FOR FRS ACCESS FORM

- Name: Type in your full name.
- Date: Automatically gets filled out with your computers date stamp.
- Access valid from: Fill in with access start date.
- to: Type in date FRS access terminates (default – continuing).
- Department: Type in the department you work for.
- Ext: Type in your work extension or phone number.
- Alpha Username (First user name entered after clicking FRS icon): Type in username assigned to you on the Alpha server. **PLEASE NO PASSWORDS!**
- FRS Operator ID: If you have already been assigned an FRS operator ID, enter the assigned FRS Operator id in this field. **PLEASE NO PASSWORDS!**
- **Departmental Users**
  - You must provide your 6-digit account number(s) to keep track of in the box provided. If payroll access is needed, please choose “inquiry” on the drop-down menu AND obtain a Dean’s signature, department Cabinet Officer signature or department chair's signature after the form is printed. You may also choose Vendor Master File Access in the appropriate menu.
- **BAS / Fiscal Services**
  - Choose the appropriate template from the drop-down menu for your area. Both Payroll and Vendor Master File Access can be designated as “none”, “inquiry” or “update” in their respective drop-down menus. If you require BAS Server access please indicated by checking the “check box” and specify the which FOLDER(S) you need access to.
  - Vendor Master File Access: If you need access to vendor master screens in FRS, choose the correct option and obtain the A.V.P. signature.

When all information is filled out correctly, print the form and make sure all proper signatures are on the form. Send this form to Fiscal & Support Services.

You will receive your FRS login information by email and if you do not have an email account set up, the information will be sent via campus mail.