

UNIVERSITY OF MIAMI  
**SYSTEM ACCESS REQUEST FORM FOR:**

**FRS (Financial Accounting System), AND DMAS (Departmental Management Accounting System)**  
**Please complete separate form for Sponsored Programs System screens. Incomplete forms will be returned.**

**Date:**   Faculty  Administrator/Clerical  Student **UM ID #**

**First**  **Middle**  **Last**  **Department**

**Work Address**  **Locator**  **Phone**

**Job Title**  **Departmental Computer Charge Account**

Requesting access for **FRS/DMAS** as follows (choose one of the four selections below):

	(1)	(2)	(3)	(4)
<i>Level of Access:</i>	University Wide (all accounts in the system)	Division (all accounts for Division)	Department (all accounts for department)	Specific account(s) Enter 6 digit account(s) #
<i>Restricted to:</i>	Central administration	Division administration	Dept. administration	
<i>Level Requested:</i>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
<i>Enter Information:</i>		<b>Division?</b> Enter 2 digit code and Div. name: <input type="text"/>	<b>Department #?</b> Enter 5 digit code and Dept. name: <input type="text"/> <b>Subdept</b> <input type="text"/>	<b>Account(s) #:</b> <input type="text"/>
<i>Access to Salary Information?</i>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

I understand that improper use of the FRS/DMAS ID number assigned to me; unauthorized access to the system, and/or improper use of the information contained in the system may result in violations of the Family Education Rights and Privacy Act (Buckley Amendment) and other confidentiality provisions of state and federal law and can lead to disciplinary sanctions which may include dismissal from the University. University policies prohibit the sharing of access codes and passwords to access systems. Computer access is governed by University policy A045 "Computer Access and Confidentiality" at [http://www.miami.edu/UMH/CDA/UMH\\_Main/0,1770,12460-5,00.html](http://www.miami.edu/UMH/CDA/UMH_Main/0,1770,12460-5,00.html)

I have read, understand and agree to abide with the above and with University policy A045.

**Requestor's signature** \_\_\_\_\_ **Date**

**Approvals (required): (Only Data Custodian can approve access to University wide level)**

For Division	Division Head Name <input type="text"/>	Signature _____
For Department	Department Chair or Dean Name <input type="text"/>	Signature _____
For Account	Account(s) Responsible Person Name <input type="text"/>	Signature _____

Forward completed form to the Controller's Office, attention Data Entry, Gables One Building, 1<sup>st</sup> Floor, Suite 150, Locator Code 2912. Phone (305)-284-5912, Fax (305)-284-4850. We encourage you to attend DMAS WEBINAR training classes. See the current training schedule at: [http://www.miami.edu/finance/index.php/treasurer/areas/controllers\\_office/education\\_training/](http://www.miami.edu/finance/index.php/treasurer/areas/controllers_office/education_training/) and register via ULEARN at [http://www.miami.edu/index.php/professional\\_development\\_training\\_office/learning/ulearn/](http://www.miami.edu/index.php/professional_development_training_office/learning/ulearn/). If you need further information call the Financial Systems Training area at the Controller's Office, Phone (305) 284-6148.

View departments, division #s: <http://www.miami.edu/controller/DNumber.htm>

For Controller's Office Use Only  
**DATA CUSTODIAN SIGNATURE** \_\_\_\_\_ **Date** \_\_\_\_\_