SUNY RF

New (If applicable, name of person you replaced: _____) Additional access Remove access

USER INFORMATION SECTION - *Completion of all user areas is required*

Name (please print Last, First, MI):	Email:	
Title:	**Phone:**	
Department:	**Person Number:**	**UBIT Name:**
Campus Address: North Campus South Campus Other	**RF Confidentiality Agreement - click to complete**	
Room/Bldg:		

The User's signature on this form is acknowledgement that they will safeguard the information and system assets assigned to them and prevent unauthorized use of the RF Report Center and Business Applications.

_____
User Signature   Date

ACCESS REQUEST SECTION - *Complete area(s) that concisely describe the information access needed*

Additional System Access -   **Request matching RF data access in SIRI:**   **Yes**   **No**

Dashboard options: **All tabs**   **Accounts Payable & Purchase Order tabs only**

Access by Organization   UBO approval required

Select level –   Entity   Department   Unit   VP/Decanal (school)

Organization Name:		**Entity #:**
Organization Name:		**Entity #:**
Organization Name:		**Entity #:**

Access by Principal Investigator (PI) Name   PI approval required

Provides access to all awards/projects/tasks assigned to the Project Investigator(s) specified

PI Name:	**PI Person Number:**
PI Name:	**PI Person Number:**
PI Name:	**PI Person Number:**

Access by RF Account Number   PI approval required

Award level access (provides access to award numbers listed and their funded projects & tasks)

Award numbers *(only)* :

Project level access (provides access to project numbers listed and their tasks)

Project numbers *(only)* :

Task level access (provides access to just the tasks specified - list full PTA [project -task-award] account numbers)

P-T-A numbers:

Comments

APPROVAL SECTION - *Obtain signature authorization as required for the access being requested.*

Principal Investigator (PI) or University Business Officer (UBO) must approve form. The PI's/UBO's approval of this form is authorization to add the user to the RF Report Center system and confirmation that the user requires this access to perform his/her job duties. The approver agrees to notify RF Security of the user's termination or transfer.

Principal Investigator Authorization	Date	Principal Investigator Authorization	Date
University Business Officer (UBO) Authorization (organizational access)	Date	Department/Supervisor/Principal Investigator Authorization	Date

CAMPUS SECURITY SECTION   Sec Audit

Oracle ID:	Conf Agreed:	Security Admin:		Entered by:	Notify:

Scan and email signed form to RFSecurity@business.buffalo.edu

Report Center Access Requirements & Form Instructions

Requirements

- Access must be requested for each individual user. Only one person's access may be requested on each form.

- RF Report Center/RF Portal website access passwords should be treated as securely as the data.

- The UBO/Project Investigator's approval is confirmation that the user requires access to the RF Report Center to perform their job duties. The approver agrees to monitor their staff's requirements for access to the RF Report Center and to notify RF Security when an employee leaves the campus, department, or has a change in duties such that they no longer require access. Notification emails should be sent to: ubsd.piai@business.buffalo.edu

Form Instructions

User Information Section

- Completion of all areas in this section is required.

  - Users located on downtown campus or off campus should enter their mailing address in the 'Room/Bldg' blank and check the 'Other' option

  - Note that all University employees are assigned a UBIT name when they are hired. Users that do not know their UBIT name can look up their ID through CIT's UBIT name webpage located on the Your UBIT Name webpage,

  - Completion of the online RF confidentiality agreement is required for access to RF data. Click the RF confidentiality agreement button, review the policies, check the box indicating you have read and agree to abide by the policies, and click the Submit button.

Access Request Section

- Completion of one or more area's may be needed to specify what data a user will need access to in order to perform their job duties. Only complete the areas **necessary** to concisely describe the data access needed. Section

  - Departmental staff needing access to all RF accounts within an organization (entity, department, unit, school) should complete the area labeled "Access by Organization." UBO approval is required to obtain this type of access.

  - Principal Investigator (PI) support staff that needs access to all RF accounts assigned to one (or more) PI should complete the area labeled "Access by Project Investigator (PI) Name." After specifying a PI's name, please do **not** list each of the PI's accounts in the RF Account Number section. The PI's approval is required to obtain this type of access.

  - When neither of the above access types are desired or fully cover the needed RF data access, complete the area labeled "Access by RF Account Number." Each account's PI must provide their approval before the account access may be granted.

- Form questions may be emailed to ubsd.piai@business.buffalo.edu

- Completed form, first page only, may be emailed to RF Security at ubsd.piai@business.buffalo.edu, or mailed to RF Security Admin at 420 Crofts Hall, North Campus.
Please do not submit by both emailing and mailing the same form.

Forward only the first page to RF Security