

Requesting Access to

FUNDRIVER

1. Applicant must be an active University employee and have a NetID.
 - Access can be assigned to regularly appointed employees (Employee Classes 1, 6, 7, or 9).
 - Student (Class 5) and Co-Adjutant (Class 8) employees will not be granted access.
 - Short Term (Class 3) and Casual (Class 4) employees will not be granted access unless the unit documents a compelling need that would justify the frequent systems maintenance required for transient classes of employees.
 - ◆ A justification letter must accompany the access request.
2. It is required that the applicant read and accept the online **Agreement for Accessing University Information** located at <https://identityservices.rutgers.edu/agreement/>. A NetID is required to access and accept this agreement.

Contingent Workers and University Guests

- If you DO NOT get paid directly by “Rutgers University”, you are a Contingent Worker or University Guest.
- Along with the Access Request form, you must submit the *Contingent Worker HCM System Input Data Form*. Email cloudaccess@finance.rutgers.edu to request this form.

Requesting Access:

▶▶ Acceptance of the **Agreement for Accessing University Information** will be VERIFIED. ◀◀

- **Read the instructions on the form.**
- **Applicant Information:** All fields are required. Information will be VERIFIED.
- **FUNDRIVER**
 - ◆ Check the box for Departmental Access.

** To Remove Roles: Write “Remove All Roles” in the Security Role section. **
Signature of Dean, Director, or Department Chair is required and will be VERIFIED.

- **Review and Approval (Required Signatures)**
 - Applicant must sign the form.
 - If required by the Department (Libraries, SAS, SASN, SEBS, SPH), requests for access must be reviewed and approved (via signature) by the Department’s Business Manager.
 - The review and approval (via signature) of a **Dean, Director, or Department Chair** (Class 1, Grade 8 or above; or Class 1, Grade 33S or above) is required and will be VERIFIED.
 - Authority to access specific administrative data must also come from the appropriate Business Process owners(s) responsible for the data.
 - **Requests for access will not be processed without signatures.**

Completed forms should be scanned as PDFs and emailed to: cloudaccess@finance.rutgers.edu.
Do not include this Instruction sheet.

Questions? Email cloudaccess@finance.rutgers.edu

FUNDRIER Access Request Form

1. Use MicroSoft Word to fill out this form. Tab between fields.
2. Users must accept the Agreement for Accessing University Information at <https://identityservices.rutgers.edu/agreement/>.
3. Please use full, formal names.
4. After obtaining required signature(s), email PDF of form to: cloudaccess@finance.rutgers.edu for processing.
5. Email subject line: [last name of applicant] - Fundriver.

Applicant Information (Please Print) – ALL Fields are Required.

Effective Date: _____

Name: _____ Employee ID (8-digits): _____ ■
Title: _____ UDO #: (Unit) _____ (Division) _____ (Org) _____ □
Unit Name: _____ Employee Class: _____
Division Name: _____ Phone: _____
Org Name: _____ Email Address: _____ □
Campus Address: _____ Net ID (in CAPS): _____ □

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FUNDRIER

☐ Departmental Access

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☐ DELETE ALL ACCESS

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| (Required) PRINT NAME Name of Applicant | Net ID (in CAPS) (Required) | Signature Applicant | Date _____ |
| (If Applicable) PRINT NAME Name of Business Manager | Net ID (in CAPS) (Required) | Signature Business Manager | Date _____ |
| (Required) PRINT NAME Name of Dean, Director, or Dept. Chair | Net ID (in CAPS) (Required) | Signature Applicant's Dean, Director, or Dept. Chair | Date _____ |

BPO Approval: _____ Date _____ Processed By _____ Date _____