**InfoHub Reporting Access Request Form**

This application form is used to setup new users within InfoHub Reporting system. Please complete the details below, including the appropriate authorisation. Once all information is complete, form can be submitted to [finance.systems@ucd.ie](mailto:finance.systems@ucd.ie) .Note the following needs based on the type of user being created:

* **New User & New Role**: If you are looking for a user to be created that has unique needs, please complete the form in its entirety (Section 1-3)
* **New User & Existing Role**: If you are adding to or replacing an existing role, please check the existing user’s role, and if happy to mirror access, then you can complete Section 1 & Section 2 of this form only

|  |  |
| --- | --- |
| **Section 1: eProcurement User Details** | |
| Personnel Number |  |
| Full Name (Incl. middle initial) |  |
| UCD Connect Username |  |
| UCD email address |  |
| Position |  |
| School/Unit |  |
| Manager/Head of School/Unit UCD email |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section 2: Role Specifications** | | | | |
| Is this a new or existing role | New |  | Existing |  |
| For existing role, state username in role currently |  | | | |
| Is the current role holder exiting this role? | Yes |  | No |  |
| Date the current role holder is exiting role? |  | | | |

|  |  |
| --- | --- |
| **Section 3: Authorities required if new role being created or enhancements to existing role** | |
| Specify Cost Centres |  |
| Specify Job Centres |  |

Signature of Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Authoriser(s)\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Authorisers include College Finance Mangers, Head of School/Unit or Budget Holder.*

*\*Receipt of the completed form from the appropriate authoriser(s) via email is accepted in lieu of a signature.*