This is a **SAMPLE** of a properly prepared IS Access Request

JMU JAMES MADISON UNIVERSITY. **IT Service Portal**

Home   Service Catalog   Knowledge   My Records   IT Onboarding

Save   Abandon | Lookup   (0) ▼   Record 1 of 1

Customer Management   225974 | Draft

Submission is For:

| Sherman, Brittany M |
| Financial Systems Analyst |
| sherm2bm@jmu.edu |
| 540/568-7078 |

Submitted By:

| Sherman, Brittany M |
| SHERM2BM |
| Financial Systems Analyst |
| sherm2bm@jmu.edu |
| 540/568-7078 |

Finance Systems | Request Access   Submit

*Summary of your Submission:

Finance Reporting access

Phone or email where you can be reached:

540/568-7078

Detailed Description:

I am a current Finance user and I will be taking on more responsibility for the Finance Department.

Submission Details:

*Access:

New Access ▼

*Supervisor eID:

DAMEROJM   Dameron, Joshua M

Replicate User eID:

EVICKSJ   Evick, Sandra J

Customer Name:

Sherman, Brittany M

HR Emplid:

100061109

Job Responsibilities Description: ⓘ

I am responsible for reconciling the budget each month for the orgs listed below.

┌─ Finance: ─────────────────
☐ Specialized Core User
☑ Department Reports
☐ SPCC
└────────────────────────────

Department IDs:

100899, 102369, 550780, 550936