Northwestern University **Phone# 1-4748**
Financial Systems

ADDING ACCOUNTS FOR EP^{2}S USERS

DEPARTMENT NAME:_____
PHONE NUMBER:_____ CONTACT:_____

In column 1 list the new account(s) to which access is being requested. In column 2 list an existing account which is similar to the new account. This model account will be used to set up the approvals for the new account (e.g. if the new account is a sponsored project or grant account, the model account should be a sponsored project or grant account or if the new account is a non-grant account the model account should be the same type).

1.) NEW ACCOUNT			**2.) MODEL ACCOUNT**		
Fund	**Area**	**Org**	**Fund**	**Area**	**Org**

List the name and CUFS UserID for each person requesting access to the new account(s).

Name	**CUFS User ID**	**Name**	**CUFS User ID**

Approvals- Both signatures are required for access. **Date**

Dept. Head signature:_____ _____
Dean's Office signature:_____ _____

Mail completed form to: Manager of Training & Security
Financial Systems
619 Clark 1st floor
Evanston Campus