

# UCOP SYSTEM ACCESS REQUEST

THIS FORM IS USED TO REQUEST UCLA SYSTEMS ACCESS. THE AUTHORIZED DEPARTMENT MANAGER/SUPERVISOR MUST DIRECTLY SUBMIT THIS FORM AS AN EMAIL ATTACHMENT TO THE UCOP BUDGET OFFICE SUSAN.OHYE@UCOP.EDU OR A SIGNED APPLICATION CAN BE SENT TO SUSAN OHYE 1111 FRANKLIN #9403 , OAKLAND, CA 94607-5200.

**BEFORE** SUBMISSION OF THIS DOCUMENT, THE DEPARTMENT MANAGER/SUPERVISOR NEEDS TO SIGN BELOW THAT HE/SHE HAS PHYSICALLY CONFIRMED THE IDENTITY OF THE EMPLOYEE SPECIFIED BELOW VIA A VALID PHOTO ID (DMV DRIVER'S LICENSE OR IDENTIFICATION CARD, PASSPORT, ETC).

**VERIFICATION OF EMPLOYEE IDENTITY:**

**DEPARTMENT MANAGER/SUPERVISOR NAME (AND SIGNATURE IF HARD COPY BEING MAILED TO UCOP BUDGET OFFICE)**

(AFTER EMPLOYEE HAS RETURN BEEN ISSUED HIS/HER LOGON AND HAS RETURNED ALL SECURITY FORMS BACK TO THE UCOP BUDGET OFFICE, AN EMAIL WILL BE SENT TO THE DEPARTMENT MANAGER/SUPERVISOR WHO HAS CONFIRMED THE EMPLOYEE'S IDENTITY)

• **Applicant Information**

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Applicant UID (employee number): \_\_\_\_\_

Applicant Payroll Name: \_\_\_\_\_

Applicant Email Address: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Phone Number: \_\_\_\_\_

• **Accounting Information**

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Enter the recharge FAU authorized by department manager

Loc	Account	CC	Fund	Project	Sub	Object
M					03	N/A

• **Requested Access**

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Check all applicable access types:

Oasis Logon ID

QDB-General Access

PP QDB

Only for trained PPP Reviewers/Preparers

**NOTE:** UCLA is migrating to a single sign-on and is using a "UCLA logon" for their Web applications. Since "non-mandatory" reviewers will also want to see Web reports, this separate logon should be requested as well. This can be done by the employee using a self-service application. The link is: <https://logon.ucla.edu/>