



**UNIVERSITY AT ALBANY
PI DASHBOARD ACCESS REQUEST FORM**

Section I: Required User Information

Complete this section to request that a new user be added to the RF Business Applications or if a change has occurred.

New Change of Access Leave of Absence Termination Date _____

Name (Last, First, MI): _____

Campus Department: _____

Title: _____ HR Person Number: _____

Email Address: _____ Phone: _____

Start Date: _____ End Date (if Applicable): _____

Section II: Required Access Information

Indicate the level of access to be granted.

All accounts for a specified Principal Investigator _____

All accounts for a specified Department _____
(Requires Chair's signature)

Specified Award(s) _____

Specified Project(s) _____

Section III: Required Signatures

The user's signature on this form is acknowledgement that they will safeguard the system assets assigned to them and prevent unauthorized use of RF Business Applications.

User Signature Date

Principal Investigator (PI) must sign the form. The PI's signature on this form is authorization to add the user to RF Business Applications and confirmation that the user requires access to RF Business Applications to perform job duties. The PI will notify the campus security contact of user termination or transfer.

Principal Investigator Signature Date

Section IV: Office Use Only

Campus security contact's signature on this form is authorization to grant access and to confirm accuracy of data.

Campus Security Contact Signature Date

User ID: _____ Date Completed: _____