

ben deposits

Access Request Form

This is a request to: Add New Access Remove All Access Update Security Access

Please note that in order to gain access to BEN Deposits, the following requirements must be met:

1. You must have a PennKey and password. Please visit www.upenn.edu/computing/pennkey for further instructions on PennKey.
2. You must have a current "upenn.edu" e-mail address in the University's on-line directory at: <https://www.upenn.edu/directories>.
3. You must pass both the BEN Deposits Knowledge Building and the BEN Deposits Application training courses. These courses are web-based and available via Knowledge Link <http://knowledgelink.upenn.edu>.
4. You must submit a completed BEN Deposits Access Request Form.

Part I. Profile Information (please print clearly)

Full Name: _____

PennCard ID (8 digits): _____

Organization Name: _____ School/Center: _____

Campus Address: _____ Mail Code: _____

University Phone Number: _____

University E-mail Address: _____

Part II. Requested Action

List all Organizations (Parent Org if applicable) to which requestor should have access. To provide additional information, please use the "NOTES" section located in Part III.

<u>Org/Parent Org</u>	<u>Action</u>	<u>Security Access</u>
1. _____	<input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Update	<input type="checkbox"/> View and Edit Own Deposits Only <input type="checkbox"/> View All Deposits Within Org* <input type="checkbox"/> View and Edit All Deposits Within Org*
2. _____	<input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Update	<input type="checkbox"/> View and Edit Own Deposits Only <input type="checkbox"/> View All Deposits Within Org* <input type="checkbox"/> View and Edit All Deposits Within Org*
3. _____	<input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Update	<input type="checkbox"/> View and Edit Own Deposits Only <input type="checkbox"/> View All Deposits Within Org* <input type="checkbox"/> View and Edit All Deposits Within Org*

**includes ability to view and edit own deposits*

Part III. NOTES:

Part IV. Approvals

I understand that BEN Deposits access is for my exclusive use in support of my work as an employee of the University of Pennsylvania. I take responsibility for maintaining the confidentiality of University information.

Requestor: _____ Date _____

Requestor's Business Administrator: _____ Date _____

Access Administrator: _____ Date _____

Please send completed forms to the appropriate school/center access administrator for approval. A list of access administrators can be found at <http://www.finance.upenn.edu/ben/structure>

After the School/Center Access Administrator has signed, please send the completed form to:

Financial Systems & Training
318 Franklin Building
3451 Walnut Street
Philadelphia, PA 19104-6284

Or e-mail both pages of the completed and scanned form to:
benadmin@lists.upenn.edu

For Financial Systems & Training purposes only:

BEN Deposits Access completed (initials, date): _____