Complete the following steps to gain access to PeopleSoft Finance:

1. Fill out the top section of the **UHCL Finance Security Access Request Form** and sign the Employee Signature section.

Employee Name:	Last Name, First Name, MI		
Employee ID:		Job Title:	
Department ID:		Department Name:	
Building Location:		Room Number:	
Email Address:			
Employee Signature:			

2. Obtain signatures from Supervisor and DBA (bottom section).

Signatures:

Supervisor Printed Name:		Signature:		Date:	
Chief/Div Bus Admin Printed Name:		Signature:		Date:	

3. Forward the completed form to UHCL Finance Security Administrator at Katanguri@uhcl.edu.

4. The Finance Security Administrator will confirm receipt of the form by sending an email with instructions for “Introduction to PeopleSoft Finance (Intro to PS Finance)” training.

5. Once “Intro to PS Finance” training is completed, the Finance Security Administrator will send another email with PeopleSoft Financial Test (FSTST) Database username & password along with instructions on completing the additional training modules requested.

   Courses may include any or all of the following:

   - Requisition Workflow
   - Voucher Workflow
   - Journal Entry Workflow
   - Budget Journal Workflow
   - Reports and Queries

Note: *Upon completion of the requested training, the Finance Security Administrator will coordinate with establishing the new user’s access to PeopleSoft Finance, add the user to UHCL PeopleSoft Finance Distribution List, update the user’s trainings in PASS, and notify the user that access has been granted.*

For any questions, please contact Shireesh Katanguri at Katanguri@uhcl.edu.