**Planning & Budget Security Request Form**

e-mail completed form to [UM Budget Special Requests](mailto:umbudgetspecialreq@umsystem.edu)

**Date Requested:** Click here to enter a date.

**Requested by:** Click here to enter your name.

***(By entering your name here you are taking responsibility for ensuring proper training of user.)***

**Access requested for: (Please use the Outlook Address Book for user properties.)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Name (Last, First Middle):** | Click to enter Name. | **Employee ID:** | Click to enter Employee ID. |
|  | **SSOID:** | Click to enter User’s SSOID. | **Email Address:** | Click to enter Email Address. |
|  | **Alias:** | Click to enter User’s Alias |  |  |

**PeopleSoft Budget Access**

**CCM Change User:  Add  Remove**

***(Note to PARS Requester and CBO: Please use PS Access Request System to request CCM Change User Role for budget user and Business Unit wide access should be granted in PeopleSoft.)***

**Hyperion Budget Access**

**FINPLN:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Working/Forecast:** | **Write** | **Remove** | **Entity Node(s):** Click here to Enter Node(s). |
| **Change:** | **Write** | **Remove** | **Entity Node(s):** Click here to Enter Node(s). |
| **Core: (S&T/UMSL)** | **Write** | **Remove** | **Entity Node(s):** Click here to Enter Node(s). |

**SALPLN:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Working:** | **Write** | **Remove** | **Entity Node(s):** Click here to Enter Node(s). |
| **Change:** | **Write** | **Remove** | **Entity Node(s):** Click here to Enter Node(s). |
| **Core: (S&T/UMSL)** | **Write** | **Remove** | **Entity Node(s):** Click here to Enter Node(s). |
| **LRPPLN: (MU ONLY)** | **Write** | **Remove** | **Entity Node(s):** Click here to Enter Node(s). |
| **FAPPLN: (CBOs ONLY)** | **Read** | **Remove** | **Entity Node(s):** Click here to Enter Node(s). |
| **BGTRPT: (Reporting Cube)** | **Read** | **Remove** |  |

***(Note: Change is for mid-year Current Budget Changes Only and usually a limited number have access.)***

**Hyperion Cognos Report Access**

***(Note: Cognos FIN Reports is open to all users automatically)***

|  |  |  |
| --- | --- | --- |
| **SALPLN Reports** | **Ad-hoc Report for Users Read Only** | **Ad-Hoc Query Write** |

**Comments:** Click here to enter text.