



User & Authorization Information *To be filled out by the requestor—please print clearly.*

1. Requestor Name (please print):	2. Requestor Username (my.pitt.edu)
3. Supervisor Name (please print):	4. RC Financial Data Approver Name (please print):

Add, Modify, or Delete a GL Mart CDS Group

5. Division/GL Mart CDS Group Name	<input type="checkbox"/> Add	<input type="checkbox"/> Modify	<input type="checkbox"/> Remove
6. Department(s) in GL Mart CDS Group	<input type="checkbox"/> Add	<input type="checkbox"/> Modify	<input type="checkbox"/> Remove

7. Role for GL Mart CDS Group (select only one role)

<input type="checkbox"/> BSN ADM role (all entities)	<input type="checkbox"/> OPR role <input type="checkbox"/> (entities 02, 03, 06) <input type="checkbox"/> Other _____	<input type="checkbox"/> RST role <input type="checkbox"/> (entities 04, 09, no RDF) <input type="checkbox"/> Other _____	<input type="checkbox"/> GRANT role <input type="checkbox"/> (entity 05 and RDF) <input type="checkbox"/> Other _____
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8. REPORTS FOR ROLES (you may select more than one)

Add	Delete	Financial Reports:	Add	Delete	Balance Sheet Reports:	Add	Delete	Research/RPA Reports: (BSN ADM & GRANT only)
<input type="checkbox"/>	<input type="checkbox"/>	All reports	<input type="checkbox"/>	<input type="checkbox"/>	All reports	<input type="checkbox"/>	<input type="checkbox"/>	All reports
<input type="checkbox"/>	<input type="checkbox"/>	Level I (FGAR311)	<input type="checkbox"/>	<input type="checkbox"/>	Level I (FGAR310)	<input type="checkbox"/>	<input type="checkbox"/>	Level II (RPAR001)
<input type="checkbox"/>	<input type="checkbox"/>	Level II - Area (FGAR321A)	<input type="checkbox"/>	<input type="checkbox"/>	Level II - Account (FGAR320A)	<input type="checkbox"/>	<input type="checkbox"/>	Overdrawns (RPAR007)
<input type="checkbox"/>	<input type="checkbox"/>	Level II - Dept (FGAR321D)	<input type="checkbox"/>	<input type="checkbox"/>	Level II - Dept (FGAR320D)	<input type="checkbox"/>	<input type="checkbox"/>	BillingReport (RPAR010)
<input type="checkbox"/>	<input type="checkbox"/>	Level II - Account (FGAR321P)				<input type="checkbox"/>	<input type="checkbox"/>	Level III (RPAR018)
<input type="checkbox"/>	<input type="checkbox"/>	Level II - Area(FGAR322A)				<input type="checkbox"/>	<input type="checkbox"/>	Out Of Bal (RPAR392)
<input type="checkbox"/>	<input type="checkbox"/>	Level II - Dept(FGAR322D)						
<input type="checkbox"/>	<input type="checkbox"/>	Level II - Account(FGAR322P)			Payroll Reports:			
<input type="checkbox"/>	<input type="checkbox"/>	Level III (FGAR332)	<input type="checkbox"/>	<input type="checkbox"/>	Labor Dist (HLDR310)			
<input type="checkbox"/>	<input type="checkbox"/>	Level III (FGAR332R)						

Additions, Modifications, and Deletions to the GL Mart CDS Groups require signed approval from two authorizers (your Supervisor and RC Financial Data Approver).

Please complete the form and mail to the **Financial Data Approver for your department**. Upon review, a Financial Data Approver will then submit the form to the **University's Financial Data Steward, Peter L. DeNardis** at 1911 CL or pld7@pitt.edu for further processing.

Questions? See accompanying instructions, or contact the University's Technology Help Desk at 412-624-HELP [4357].

Requestor Signature _____	Date _____	Financial Data Steward _____
Requestor Supervisor Signature _____	Date _____	Date _____
RC Financial Data Approver Signature _____	Date _____	CSSD Security Analyst _____
		Date _____
		Remedy Ticket # _____