UCI Division of Finance and Administration

Kuali Security Access Management System (KSAMS) Request Form

1. Supervisor completes the KSAMS form, indicating any special remarks in the notes section, and submits in DocuSign for approvals. See DocuSign Process Guide for more directions.

2. KSAMS requests should be routed in DocuSign in this order using the DFA routing slip as a cover sheet:
   1) from supervisor
   2) to Department Head
   3) to McKenna Reeves (mlreeves@uci.edu)
   4) to Grace Crvarich (grace.crvarich@uci.edu)

Employee Name: _____   **UCInetID:** _____

Access Description	Check Box	Select Department
KFS System User		
Accounting Reviewer		
Basic Financial User C&G		
Organization Reconcilier		
Organization Reviewer		
TEM Organization Profile Arranger		
User		
KFS Decision Support		
KFS Decision Support Central Office		
KFS Decision Support Report Reviewer		
KFS Decision Central Procurement Decision Support		
Financial		
Cashiering - Campus Deposits		
PURAP		
Content Reviewer		
Commodity Reviewer - Role is restricted - Contact Jennifer Chey jchey@uci.edu		
Contract Manager - Role is vetted prior to approval - Contact Jennifer Chey jchey@uci.edu		
Electronic Documents (EDOCS)		
EDL AP Payroll		
EDL Budget Office		
EDL Contract & Grants Accounting		
EDL General Accounting		
EDL Internal Audit		
EDL Payroll Unit		
IT Security		
Confluence - A&BS Management User		
Confluence - OIT User (10448)		
Confluence - KFS Private User		
Confluence - KFS Staff		
Pinnacle Report Viewer		
Other (Non-KFS)		
PI Report Browser		
PI Report Update		
Other Access Roles Not Listed		

Notes

Approvals

_____   _____
Supervisor   Date

_____   _____
Department Head   Date

_____   _____
Assistant Vice Chancellor, Program Development & Execution   Date