

# Vista Plus User Access Request

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Department (Number/Name): \_\_\_\_\_

CSUID: \_\_\_\_\_ EName: \_\_\_\_\_

## **Statement of Use and Understanding**

I understand that reports available through the Vista Plus Report Management System are confidential and that the access I am requesting is required to perform my job duties and responsibilities. I understand that individuals working with University records hold a position of trust and must recognize the responsibilities of preserving the security and confidentiality of the information. I agree that I have read and understand the I.T. Security and Acceptable Use policies of the University and will abide by those policies. I understand that misuse will result in the revocation of my access. If I terminate employment with the University, and/or if I terminate employment with the department or change job duties within the department through which I am now requesting access, the access granted to me will terminate. If I require access in a new department or position, I must repeat this process.

\_\_\_\_\_  
Requestor Signature

\_\_\_\_\_  
Date

**Provide Access As Indicated**     **Remove Access As Indicated**     **Remove All Access**

## **Human Resource Systems Reports (Routing: #1 below)**

- HR department reports  
 Other: Specify report name and justification \_\_\_\_\_  
\_\_\_\_\_

## **Financial Systems Reports (Routing: #2 below)**

Campus user:

- Campus

Central Office user:

- |  |                                      |   |
|--|--------------------------------------|---|
| <input type="checkbox"/> Accounts Receivable | <input type="checkbox"/> Cashier     | <input type="checkbox"/> Property           |
| <input type="checkbox"/> Accounts Payable    | <input type="checkbox"/> FRA         | <input type="checkbox"/> Purchasing         |
| <input type="checkbox"/> Budgets             | <input type="checkbox"/> Library     | <input type="checkbox"/> Research Services  |
| <input type="checkbox"/> Bursar              | <input type="checkbox"/> Payroll     | <input type="checkbox"/> Sponsored Programs |
| <input type="checkbox"/> Campus Services     | <input type="checkbox"/> Plant Funds |   |

## **ARIES System Reports (email to: [is\\_support\\_scheduling@Mail.Colostate.edu](mailto:is_support_scheduling@Mail.Colostate.edu))**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> AGEN (General Student) | <input type="checkbox"/> AREG (Registrar)    | <input type="checkbox"/> ADMS (Admissions)    |
| <input type="checkbox"/> AROS (Receivables)     | <input type="checkbox"/> CLMS (Loan Manager) | <input type="checkbox"/> INTL (International) |
| <input type="checkbox"/> GRAD (Grad School)     | <input type="checkbox"/> HOUS (Housing)      | <input type="checkbox"/> EIDS (EID)           |
| <input type="checkbox"/> FAID (Financial Aid)   |  |   |

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**ARIES Data Authority use only:**

Specify folder name(s) \_\_\_\_\_

**Admissions Reports** (Routing: #4 below)

ARIES\_ADMS\_Rpts

**Auditing Reports** (Routing: #5 below)

**User Access Report**

- Human Resources (ODBAHRMS.FNDSCURS\_01)     
  Finance (ODBAKFSX)     
  Student (ODBAAGEN)     
  ODS (ODBAODSR)

\_\_\_\_\_  
 Supervisor (Print/Type)

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 VP/Dean/Director (Print/Type)

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

**Authorization Routing**

No.	Data Area	Data Authority	Authorized Signature	Date
1	Human Resource Reports	Nick Cummings		
2	Financial Reports	Connie MacNaughton		
3	ARIES Reports			
4	Admissions Reports	Trish Torrez		
5	Information Systems	Steve Greene		

I.S. Implementation
I.S. Vista Plus Administrator
Date: