

Instructions for completing and submitting request forms

FS005 – Request for Report.Web Access

This form is required in order to access Report.Web and customize reports on PeopleSoft. The user must have a System Operator ID in order to access Report.Web.

From the **Finance - University of Houston System Finance System References and Forms** page

1. Scroll down to ***FORMS – Requests for Financial System Access***, under **FS005 – Request for Report.Web Access**
2. Click on either **MS Word** or **Adobe (pdf)**
 - a). **MS Word** allows you to enter data directly onto ***Form FS005***. You can either save ***Form FS005*** to your hard drive or fill out ***Form FS005*** directly online and then print. Use the mouse or the tab button to maneuver and enter data onto the form.
 - b). **Adobe (pdf)** allows you to print ***Form FS005*** and then manually fill out the form with a ballpoint pen.
3. Fill in the top portion of the form:
 - a). ***Effective Date*** is the date on which the action is to take place (e.g. termination date)
 - b). ***Action Requested***
 - 1). ***Add User*** – for new users
 - 2). ***Change/Add Access*** – for current user
 - 3). ***Inactivate Access*** – for terminated employees or reassigned employees
 - c). ***Employee Information*** – please fill in each field
 - 1). ***Name***
 - 2). ***EmplID*** – available from your business manager
 - 3). Place a check mark for ***Faculty, Staff*** or ***Other***
 - 4). ***Campus*** – UH, UH Systems, Clear Lake, Downtown, or Victoria
 - 5). ***Dept*** – Abbreviate your department name
 - 6). ***Dept No*** –5 digit Dept No
 - 7). ***Network Domain*** –
 - 8). ***UserName*** –
 - 9). ***Department(s) to be accessed*** – List department numbers
 - 10). ***Phone, email***
4. Sign the form and get necessary approvals. Be sure to keep a copy for your records.

FOR UNIVERSITY OF HOUSTON:

Send forms via UH mail to ***Financial Systems-0913*** or ***fax to 713-743-8799***.
For additional assistance, please call the ***Help Desk at extension 31411***.

FOR UH-CLEAR LAKE, UH-DOWNTOWN, UH-VICTORIA:

Contact your campus security coordinator.