



Finance Access Request Form

Request access to view financial information, run financial reports and process transactions including purchase requisitions. Submit completed forms to OTS at supportdesk@iit.edu

Applicant Information

Full Name:	Banner ID:	Email:
Dept:	Building Address:	Phone:
Job Title:	Portal Username:	Employee Type: Faculty <input type="checkbox"/> Staff <input type="checkbox"/>

Request Type – Select one

- New** – I do not currently have system finance access.
- Modify** – I would like to change my current access (this form will supersede previous access requests)
- Remove** – I need to terminate system finance access completely

Role – Check ALL that apply

- Financial Operations**
View budget and transaction detail, run financial operation reports
- Procurement**
Shop, submit requisitions for goods and services, view invoices, approve orders, submit check requests
- Grant Management (Supplemental Role)**
View grant-specific information, run research reports, submit time and effort reports
- Labor Distribution and Payroll Detail (Supplemental Role)**
View labor distribution and pay details by person and position for your department.

Department Access

Access to financial information is restricted by department as determined by organization code. [View Organizational Code Hierarchy](#). You may request access to individual organizations codes (Org Level 6) or to a group of codes using the hierarchy levels.

Example: Access to Org 220 - Armour College (a Level 4 org) includes all 145 organization codes that directly or indirectly roll up to 220 in the hierarchy. You may use the ‘Except’ row to remove individual org codes from umbrella access. **If you do not complete this section you will be unable to view financial information.**

Grant Access to the following orgs or roll up orgs:

Except:	

To further restrict access to only certain funds, please list specific fund numbers below. [View Fund Code Hierarchy](#).

This section should be left blank unless you wish to intentionally restrict access to specific funds within a department.

To duplicate another person’s access:

Same Access As: _____

User Responsibility Agreement and Approval

1. By signing this application, I agree that I will not, outside of the performance of my duties, access, print, copy or disclose to any party (IIT employee, student, or anyone else) proprietary, confidential, and/or protected information, including proprietary licensed software residing on Illinois Institute of Technology computer systems. I also agree not to disclose to any party (IIT employee, student, or anyone else) my access codes and/or passwords. I agree to treat as confidential all information to which I have been granted access.
2. I further agree to keep confidential any and all data or information, whether in electronic or printed format and to comply with the [Illinois Institute of Technology Use of Computer Resources Policy](#) along with all policies and procedures of the university and any district, state, or federal laws. This includes protecting the confidentiality of information concerning IIT students, employees, vendors, and donors, as well as the university's proprietary information. The confidentiality of student records is defined in the provisions of the Family Educational Rights and Privacy Act - FERPA, as amended (20 USC 1232 (G)), and with the regulations issued thereunder by the United States Department of Education.
3. I understand that if I fail to abide by these conditions, my access and any and all IIT computer systems may be terminated and that disciplinary action, including termination of employment, may be taken against me.

_____	____/____/____	_____
Applicant Signature	Date	Print Applicant Name
_____	____/____/____	_____
Department Approver Signature	Date	Print Approver Name

About your Finance Access

Completion of this form grants you access to some of all of the following systems:

Banner INB (Internet Native Banner): The official system of record for Illinois Tech. Use INB to review budget and transaction information.

Banner SSB (Self-Service Banner): Perform a limited set of Banner INB functions through the myIIT portal. Many find it more user-friendly than INB. Common functions performed in self-service include basic budget queries, document approval and inter-fund budget transfers.

Buy It: Illinois Tech's eMarketplace. Create and approve requisitions and purchase orders, receive goods and services and electronically process invoices.

Cognos: The official reporting tool for Illinois Tech where you can find your financial reports and data look-up tools. Users with the Financial Operations role will have access to the run Financial Operations reports. Users with the Grant Management role can run Research Reports and users with the Labor Distribution and Payroll Detail role will have access to run Payroll Reports.

ePrint: A repository of reports generated periodically by the Controller's Office. Users with the Financial Operations role will find a Budget Status Report and an Organizational Detail Activity Report here each month. Users with the Labor Distribution/Payroll Detail role will also find a Labor Distribution Report after each payroll.

You will receive a confirmation email with training and support instructions when your access has been granted. Please contact the Controller's Office at controller@iit.edu with questions in the interim.