



Request to Add or Update User Access

Foundation Accounting
325 West College Ave
Tallahassee, FL 32301
FS4U@foundation.fsu.edu

Please complete the following information in order to add, change or terminate a user's access to FS4U. Required fields are denoted by *.

Contact Name*:

Contact Phone Number:

Type of Access Requested*:

New User *(Complete all sections below)*

Update Existing User *(Requesting change to existing user's access)*

Replacement User *(Access will be removed for existing user and replaced with new user provided below)*

- Name of Existing User to be Replaced
- FSU EMPLID of Existing User to be Replaced

Terminate User *(Stop here if you are only terminating a user)*

- Name of Existing User to be Terminated
- FSU EMPLID of Existing User to be Terminated

NEW USER INFORMATION

Name:

Email Address:

(Primary Email)

FSU EMPLID:

(Customer UID)

Alternate Email:

(Email Aliases)

Phone Number:

ROLE REQUESTED*

Select one of the following roles. Roles for reviewers are set up by the Opportunity Administrators within each academic unit.

Opportunity Administrator

Budget Approver

(requires a designation of DDDHC, Budget Manager, or Authorized Signer on respective OMNI Dept IDs; designation can be requested via the Budget Office's [Update Existing Department ID form](#))

View - Stewardship Administrator

(this role allows administrators to view thank you letters in FS4U and can be selected in addition to either of the prior 2 roles)

ACADEMIC COLLEGE/UNIT*

Scopes that identify which scholarship opportunities a user can access. Multiple scopes can be assigned for Opportunity Administrators; however, Budget Approvers may only be assigned OMNI Dept IDs over which they have authority.

Unit¹:

Department:

OMNI Dept ID²:

Fund Code:

¹ If an academic unit is requested for access, all of the corresponding departments within that academic unit will automatically be scoped as well.

² OMNI Dept ID is a required field if the Budget Approver role has been selected.



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EMPLOYEE ACKNOWLEDGEMENT*

Florida State University (FSU) protects the confidentiality of student records and the individual student's right to privacy, in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. Student records are defined as those records directly related to a student that are either maintained by FSU or a person acting on behalf of FSU. As an individual involved in the process for awarding scholarships, I understand that I have a responsibility to respect the confidentiality of student information I may be granted access to. Student information may include personal information, enrollment or academic records, grades, scholarship application materials, etc. I further understand that this information is to be used by me for the sole purpose of evaluating students and is not to be discussed, copied or shared with others, except those involved in the awarding process. I acknowledge that I will conduct myself in a professional manner when it comes to handling student data and ensuring that the information is not created, collected, stored, maintained, or disseminated in violation of institutional, state and federal law.

Name*:

Signature*:

Date*:

APPROVAL OF DDDHC OR RESPONSIBLE PARTY*

Name*:

Signature*:

Date*:

INTERNAL OFFICE USE ONLY

Date access change made to FS4U:

Person who granted access to FS4U: