BUDGETING • PLANNING • REPORTING

VISION

THE UNIVERSITY OF UTAH

-Print-

Fill in form and then press -Print- above, or Print and fill out by hand.

REQUEST FOR VISION ACCESS

Access to the University of Utah Budget System is granted on an ORG level basis and is available only to those who have a business need for that access. By signing below, you are indicating that you need access to this system to perform University business.

Name: _____ Authorizing Name _____
(Dept. Head, Dean, VP)

Employee ID: _____

Department: _____ Phone: _____ Authorized Signature _____

Email: _____

Signature: _____

Reset Form

Requested Access to the Following ORG (s)

ORG #	ORG Name	Full Access	Personnel Budgeting Access	Financial Budgeting Access	Personnel Reporting Access	Financial Reporting Access	ORG Rollup?	Add	Delete
								◯	◯
								◯	◯
								◯	◯
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Full Access - Access to all Budget Templates and all Reports
Personnel Budgeting Access - Access only to Personnel budget templates (Budgeting of employee salary, FTE and salary distribution)
Financial Budgeting Access - Access to Activity or Project NPS budget templates (limited ability to budget lump sum payroll amounts)
Personnel Reporting Access- Access to Personnel reports only. No access for data entry in budget templates.
Financial Reporting Access - Access to financial reports only. No access for data entry in budget templates.
ORG Rollup? - Checking this box will grant security access to all ORG's which roll up to the ORG specified in the first column.

◯ Click here to receive access to Activity(s) and/or Project(s) as designated by your Dept. Head through the Budget Owner process in VISION.

Your signature above indicates your agreement that you will:

►Access, distribute, and share Institutional Data only as needed to conduct University business. ►Respect the confidentiality and privacy of individuals whose records or data I access. ►Protect my security authorizations (user IDs and passwords) and be personally accountable for all work performed under my security authorizations. ►Protect confidential information displayed on my workstation monitor. ►Report knowledge of security breaches. ►Comply with all department and University security policies and procedures. ►Abide by any applicable state or federal laws with respect to access, use, or disclosure of information, including but not limited to Utah Government Records Access and Management Act, section 63-2-100, et seq, Utah Code Ann.

Your signature above indicates your agreement that you will not:

►Discuss verbally or distribute in electronic or printed formats confidential employee data except as needed to conduct University business. ►Knowingly falsely identify myself. ►Gain or attempt to gain unauthorized access to Institutional data of University computing systems. ►Share my user ID(s) and passwords(s) with anyone. ►Leave my workstation unattended or unsecured while logged-in to University computing systems. ►Use or knowingly allow other persons to use Information Resources for personal gain. ►Destroy, damage or alter any University Information Recources or property, without proper authorization. ►Make unauthorized copies of Institutional data or applications. ►Engage in any activity that could compromise the security or stability of Information Resources and Institutional data.

Fax Completed Forms to: 581-7541 attn:Mark (Main Campus Users) or 585-3109 attn: Steve (Health Science Users)