

**Request for System Access to PeopleSoft Financials Systems  
Brookhaven National Laboratory**

**Name:** \_\_\_\_\_

**Life #:** \_\_\_\_\_

**Department Code:** \_\_\_\_\_

**Building #:** \_\_\_\_\_

**Room #:** \_\_\_\_\_

**Extension:** \_\_\_\_\_

**Check Appropriate Boxes**

- New Login**
- Revise Capabilities**

**Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Approved by  
Department Administrator/  
Division Manager:**

**Print/Sign**

**Date:** \_\_\_\_\_

**Please Choose an Appropriate Capability Class**

- Add      Capability Class
- Basic-includes minimal access to PeopleSoft.
  - Dep't Admin: includes PO Tracking & BSD Reports.
  - Travel Authorization: Access to do travel for others.
  - Budget Access: Requires additional access from Budget Office.
  - Employee Property Pass: Access to Property Pass.
  - Others not listed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**For Office Use Only:**

Installed: \_\_\_\_\_  
Date: \_\_\_\_\_  
Initials: \_\_\_\_\_  
Notes: \_\_\_\_\_

**Return to the PeopleSoft Security Administrator. Building 1005S. Fax #2151**

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