UCOP SYSTEM ACCESS REQUEST

This form is used to request UCLA systems access. The authorized Department Manager/Supervisor MUST Directly Submit this form as an email attachment to the UCOP Budget Office susan.ohye@ucop.edu or a signed application can be sent to Susan Ohye 1111 Franklin #9403, Oakland, CA 94607-5200.

Before submission of this document, the Department Manager/Supervisor needs to sign below that he/she has physically confirmed the identity of the employee specified below via a valid photo ID (DMV Driver’s license or identification card, passport, etc).

Verification of Employee Identity:

Department Manager/Supervisor Name (and signature if hard copy being mailed to UCOP Budget Office)

(After employee has return been issued his/her logon and has returned all security forms back to the UCOP Budget Office, an email will be sent to the Department Manager/Supervisor who has confirmed the employee’s identity)

• Applicant Information

Applicant UID (employee number): ________________________________

Applicant Payroll Name: ________________________________

Applicant Email Address: ________________________________

Supervisor Name: ________________________________

Supervisor Phone Number: ________________________________

• Accounting Information

Enter the recharge FAU authorized by department manager

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• Requested Access

Check all applicable access types:

☐ Oasis Logon ID   ☐ QDB-General Access   ☐ PP QDB

Only for trained PPP Reviewers/Preparers

NOTE: UCLA is migrating to a single sign-on and is using a “UCLA logon” for their Web applications. Since “non-mandatory” reviewers will also want to see Web reports, this separate logon should be requested as well. This can be done by the employee using a self-service application. The link is: https://logon.ucla.edu/