



Office of the President – Financial Management
Oracle Fusion Cloud

eLedger (FIS) User Access Request Form

Please submit this completed and signed form to [AWS FCCS Support FSS@ucop.edu](mailto:AWS_FCCS_Support_FSS@ucop.edu) along with the signed [UCOP user agreement form](#).

Request To:

- Add Remove

Role Type:

- Financial Analyst – Read Only
- Journal Preparer Approval Group(s): _____
- Journal Approver Approval Group(s): _____

Environment:

- Production Test (*UCOP only*)

User Information:

Provide User ePPN: _____

NOTE: ePPN (eduPersonPrincipalName), this can be found in your local ServiceNow User profile or with your local IT.

First Name: _____

Last Name: _____

Campus: _____

Dept / Unit: _____

Title: _____

Office Phone: _____ Email: _____

Comments: _____

Requestor Signature: _____ Date: _____

Mirror Access To: Please provide the User's Full Name

Full Name: _____

Manager Approval:

Approver Name: _____

Approver Signature: _____ Date: _____