

Infoporte Access Request Form



Forward completed forms to:

Shane Alexander for Finance or Student Access

shane_alexander@med.unc.edu

Kip Hutchins for HR or Student Access

kenneth_hutchins@med.unc.edu

Employee Information			
Name:		Phone #:	
PID:		ONYEN:	
Home Dept # and Name:			

Division or Dept Requesting Access to	
Division/Dept #'s and name(s):	

Cores			
Access to:			
<input type="checkbox"/> Consolidated Sales	<input type="checkbox"/> Core Edit	<input type="checkbox"/> Core Import	<input type="checkbox"/> FRS Feed Views

Infoporte Faculty	
Access to:	Allows You To:
<input type="checkbox"/> Faculty Productivity	Access Faculty Activity Report, Curvita, and Faculty Details
<input type="checkbox"/> Faculty Report Views	Access the Faculty Review History
<input type="checkbox"/> Faculty Review	Perform actions upon Faculty requests and reviews
<input type="checkbox"/> Faculty Solicit	Solicit feedback on a Faculty request from an external person(s)
<input type="checkbox"/> TimeTrex	Access the third party TimeTrex system

Infoporte Finance	
Access to:	Allows You To:
<input type="checkbox"/> Finance Requests	Initiate actions in the Finance system
<input type="checkbox"/> Financial Reporting	View overview information for the Ledgers

Infoporte Dept Accounting	
Access to:	Allows You To:
<input type="checkbox"/> Cost Code Edit	Create and edit Infoporte Cost Codes
<input type="checkbox"/> Cost Code Tagging	Tag Infoporte Cost Codes onto Transactions
<input type="checkbox"/> Soft Encumbrances	Enter, edit or remove Soft Encumbrances against available funds in the Finance system
<input type="checkbox"/> Journal Transactions	View detailed revenue and expense transactions
<input type="checkbox"/> Journal Rollup	View rolled up information for ledgers
<input type="checkbox"/> BMS Reports	Access the Budget Management System Reports

Infoporte HR	
Access to:	Allows You To:
<input type="checkbox"/> Evaluations	Access review/evaluation process for employees
<input type="checkbox"/> Positions	View details of positions within the HR system
<input type="checkbox"/> Requests	Initiate or act upon HR actions in the Infoporte system
<input type="checkbox"/> Employee Views	View Employee information for the specified range of individuals or departments

Infoporte Home	
Access to:	Allows You To:
<input type="checkbox"/> Dashboard	View project information for Principal Investigators (PIs). PIs will automatically receive access to the dashboard. Users who need access to specific PIs can request via the PI's PID(s): <u>PIDs of PI(s) requesting access for:</u> _____ _____
<input type="checkbox"/> School Reports	Access to infoporte school reports.

Infoporte Student	
Access to:	Allows You To:
<input type="checkbox"/> Student Views	View the Term Enrollment, Degree Candidate and Degree Recipient reports
<input type="checkbox"/> Class Report	Access the Reports tab under the Student section
<input type="checkbox"/> Class Instructor Report	View this report
<input type="checkbox"/> Class Meeting Patterns – TBA Report	View this report
<input type="checkbox"/> Instructor Grading Patterns Report - View	View this report
<input type="checkbox"/> Class Instructor & Meeting Patterns Combined Rpt	View this report
<input type="checkbox"/> Class & Class Instructor Combined Report	View this report

Infoporte Tools	
Access to:	Allows You To:
<input type="checkbox"/> Contract Create	Create Contracts under the Contract tab
<input type="checkbox"/> Contract Edit	Edit existing Contracts
<input type="checkbox"/> Contract Invoices	Create Contract Invoices under the Contract tab
<input type="checkbox"/> Contract Lists	View the list of Contracts and Contract Details
<input type="checkbox"/> Source End Date	Receive email notifications about Faculty that are approaching this date
<input type="checkbox"/> Termination Date	Receive email notifications about Faculty that are approaching this date
<input type="checkbox"/> Visa End Date	Receive email notifications about Faculty that are approaching this date

Continue to next page.

Comments & Additional Information:

Authorization:			
Department Head Name:		Title:	
Signature:		Date:	