 Financial Edge

Account Request Form

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| User and Department Information |
| **GSU Campus ID: (Ex: jdoe21)** |
| **Name of User:** |
| **Title:** |
| **Department\College:** |
| **Contact Person:** |
| **Contact E-mail:** |
| **Contact Telephone:** |
| **Date of Request:** |

# Requested Action

* **Add a New User:** *(List all Project Ids new user should access below.)*

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| Project ID | Project Name |
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* **Inactivate an Existing User** *(Listed above)*
* **Modify an Existing User** *(Please give instruction below)*
* **WEB INVOICE** *(Please check one below)*  **WEB INVOICE ONLY** *(User does not need FE access)* **□**

**\_\_\_ Data Entry**

**\_\_\_ Approver**

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| *In accepting access to Financial Edge, I agree to the following: 1) to treat all information accessed thorough Financial Edge in a confidential manner, 2) to change my password upon initial login, 3) to not share my password with any other individual(s) and 4) to* ***properly*** *log out of Financial Edge when not actively using the application. ALL new users are required to go through Basic Navigation training before receiving their ID and password.*    Signature of User\Employee: Date: |

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| Signature\Approval of Chairman\Director | Date |
| Signature\Approval of Dean\Vice President | Date |