



For Completion by the PeopleSoft Financials User

☐ Add ☐ Remove

Campus Computing ID (CCID)* <i>Required prior to PeopleSoft access being granted</i>	_____	Employee ID*	_____
Last Name*	_____	First Name*	_____
Department ID*	_____	Department Name*	_____
E-mail address*	_____	Office Phone*	_____

Please note: *All Fields above are mandatory and must be completed in order to avoid processing delays.

Project Administrator Access to Proposal(s): To be completed by Requesting Department

(Note: The Project Holder cannot be changed via this form.)

List the Proposal/Project ID(s) the User requires access to as a Project Administrator

Project Administrator access will enable the individual access to view confidential research and salary data for the proposals/projects specified. If the Proposal is funded and a Project activated, access will automatically be assigned to the Project. This form is used to assign team member access to specific Proposal(s). eTRAC Team Member access to a Project that has already been setup is done through the eSecurity module.

Project Holder Authorization: To be completed by the Project Holder

(Note: The Project Holder cannot be changed via this form.)

_____	_____	_____
CCID	Unit	Name (please print)
_____	_____	_____
Phone	Date	Signature

Project Holder's Faculty/Department Authorization: To be completed by a Designated Authorized Approver

_____	_____	_____
CCID	Unit	Name (please print)
_____	_____	_____
Phone	Date	Signature

Applicant's Faculty/Department Authorization: To be completed by a Designated Authorized Approver (if different from above)

_____	_____	_____
CCID	Unit	Name (please print)
_____	_____	_____
Phone	Date	Signature

PRIVACY STATEMENT

Any personal information provided on this form is collected under the authority of section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act to authorize access to University of Alberta Information Systems and Technology. For information about the collection and use of this information, please visit the Chief Information and Security Office website (<https://www.ualberta.ca/chief-information-security-officer>) or email ciso@ualberta.ca.

Please email a scanned image of the completed form to Research Services Office email rsinfo@ualberta.ca.

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