

Instructions for Web Accounting Access Change Form

1. Requester may be anyone
2. Complete information completely
3. Attain Deans Approval (if required by your Dean)
4. Submit to Business Services. (Mary Gish) – Scanned e-mail or intercampus to Box 5. If e-mail please SUBJECT – WEB ACCOUNTING ACCESS as header
5. Monte Hegg will update accounts and notify Business Manager of additional access required.
6. BM will add authorized persons to Web Accounting with query access only.
7. Notification will be sent when process is complete.

If you have questions please contact Business Services.

Passwords should be the same as your E-time sheet access or your E-services access (faculty same as how you log into enter grades)