Infoporte Access Request

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:	Allows You To:
☐ Core Edit	Administer a Core: Add Items and Components, set and change prices, set and change discounts, set and change custom emails, and get reports for a Core.
☐ Consolidated Sales	Access Sales and NIH reports for multiple Cores
☐ Core Import	Batch entry of multiple orders for a core. Orders must be formatted corrected
☐ Cores PI Chartfields	Assign valid Chartfield Strings for a PI and give those Chartfield Strings beginning and ending dates. The Chartfield(s) will show up on the order form when the PI's name is entered on the order form.

Infoporte Faculty

Access to:	Allows You To:
☐ Faculty Productivity	Access Faculty Activity Report, Curvita, and Faculty Details
☐ Faculty Report Views	Access the Faculty Review History
☐ Faculty Review	Perform actions upon Faculty requests and reviews
☐ Faculty Solicit	Solicit feedback on a Faculty request from an external person(s)
☐ TimeTrex	Access the third party TimeTrex system

Infoporte Finance

Access to:	Allows You To:
☐ Budget Reporting	Pull reports on the Financial Budgeting process
☐ Budget Requests	Place requests for Budget increases or reductions
☐ Finance Requests	Initiate actions in the Finance system
☐ Financial Reporting	View overview information for the Ledgers

Infoporte Dept Accounting

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

Infoporte HR

Access to:	Allows You To:
☐ Positions	View details of positions within the HR system
☐ HR Reporting	Access the Reports tab under the HR section and links to TarHeel Reports
☐ Requests	Initiate or act upon HR actions in the Infoporte system
☐ Employee Views	View Employee information for the specified range of individuals or departments

Infoporte Home

Access to:	Allows You To:
☐ School Info	Access reports developed by individual schools or divisions.

Infoporte Inbox

Access to:	Allows You To:
☐ Calendar Edit	Create and edit calendar entries
☐ Calendar View	View Calendar entries
☐ Request Lock	Employ the Lock capability on requests. Locking prevents further editing of a request. Unless unlocked, it may only be approved or disapproved
☐ Request Views	View requests in other inboxes

Infoporte Settings

Access to:	Allows You To:
☐ Content Edit	Edit the content that displays under the School Info tab
☐ Group Edit	Create and edit groups used within workflow routes
☐ Route Edit	Create and edit workflow routes
☐ User Core Edit	Create and edit a Core
☐ User Edit	Perform Access Request Coordinator (ARC) tasks within Infoporte

Infoporte Student

Access to:	Allows You To:
☐ Student Views	View the Term Enrollment, Degree Candidate and Degree Recipient reports
☐ TarHeel Reports	Access the Reports tab under the Student section and a link to TarHeel Reports

Infoporte Tools

Access to:	Allows You To:
☐ Contract Create	Create Contracts under the Contract tab
☐ Contract Edit	Edit existing Contracts
☐ Contract Invoices	Create Contract Invoices under the Contract tab
☐ Contract Lists	View the list of Contracts and Contract Details
☐ Data Dictionary Edit	Edit the Data Dictionary through the Data Dictionary tab in Infoporte
☐ Reserve Carolina Inn	Make reservations of University facilities within the Carolina Inn
☐ Reserve Parking	Reserve parking passes.
☐ Room	Reserve meeting rooms.
☐ Resource Edit	Edit reservations resources
☐ Source End Date	Receive email notifications about Faculty that are approaching this date
☐ Termination Date	Receive email notifications about Faculty that are approaching this date
☐ Visa End Date	Receive email notifications about Faculty that are approaching this date

Comments & Additional Information:

Authorization:

Department Head Name:		Title:	
Signature:		Date:	