



California State University

# Bakersfield - FOR FOUNDATION FOLDER USER - Date:

## FDN Folder System Access Request

### Employee Info

Full Name (First M. Last): \_\_\_\_\_ Extension: \_\_\_\_\_

Position Title: \_\_\_\_\_ Email: \_\_\_\_\_

Department: \_\_\_\_\_

### Security Info (to be completed by appropriate administrator)

**NEW**

**CHANGE**

**INACTIVATE** (Employee no longer employed)

Clone Access from User (specify userid): \_\_\_\_\_

OR

Access Type: \_\_\_\_\_ FOUNDATION FISCAL USER

Dean or Responsible Party Signature: \_\_\_\_\_

Print name: \_\_\_\_\_ Date: \_\_\_\_\_

### Folder Access

HIGH LEVEL ACCESS - Department, School or Athletics: \_\_\_\_\_

PROJECT: \_\_\_\_\_

FUND: \_\_\_\_\_

List Multiple Project or Fund Folders Access below:

### Processing - Return to: Foundation - For internal use only

Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

Username: \_\_\_\_\_ Password: \_\_\_\_\_