



NOTE: You must have a PeopleSoft Financials account to access nVision. If you do not have a PeopleSoft Financials account, you must request one by completing a PeopleSoft Account Request Form, which can be accessed via the internet at <http://www.uno.edu/~ucc>.

- 1) Enter the name, title, and phone number of the person authorizing this request. (Vice-Chancellor, Dean, Director, or Chair of the folder of the College or major support unit for which you are requesting access.)
- 2) Enter the name, phone number, and e-mail address of the person completing the request.
- 3) Select the specific College\Department folder in nVision for which you are requesting access.
For example: If the Executive Vice-Chancellor of the Office of Academic Affairs wanted to give access to a specific file in the University Computing and Communications Folder, under step #3 s/he would select:

Office of Academic Affairs\University Computing and Communications\

- 4) If you wish to give your users access to ALL FILES in the folder you have listed in step #3, click “YES”.
- 5) The table in step #5 should be completed as follows:

If you clicked “YES” in step #4, enter the LAN logon ID and User Name of each person receiving access.

Example 1:

DEPARTMENT	FUND	PROGRAM	SELECT ONE	PROJECT/GRANT or ENDOWMENT #	LAN Logon ID	Username
Dept()	FD()	PM()	None	Not Applicable	GBergens	Gina Bergens

If you clicked “NO” in step #4, enter the specific chartfield combinations within the filename, LAN logon ID, and User Name of each person receiving access to that specific file. If several users are receiving access to one specific file you may list the filename once and then list each LAN logon ID and User Name. See Examples below.

Example 2: Give one user access to several files.

DEPARTMENT	FUND	PROGRAM	SELECT ONE	PROJECT/GRANT or ENDOWMENT #	LAN Logon ID	Username
Dept(8270000000)	FD(101XX)	PM(00000)	None	Not Applicable	GBergens	Gina Bergens
Dept(8270000000)	FD(101XX)	PM(30000)	None	Not Applicable	GBergens	Gina Bergens

Example 3: Give several users access to several files.

DEPARTMENT	FUND	PROGRAM	SELECT ONE	PROJECT/GRANT or ENDOWMENT #	LAN Logon ID	Username
Dept(8270000000)	FD(101XX)	PM(00000)	None	Not Applicable	GBergens	Gina Bergens
Dept(8270010000)	FD(130XX)	PM()	Grant	388156500	FLeblanc	Fred LeBlanc

Example 4: Give several users access to one file.

DEPARTMENT	FUND	PROGRAM	SELECT ONE	PROJECT/GRANT or ENDOWMENT #	LAN Logon ID	User Name
Dept(8270000000)	FD(101XX)	PM(00000)	None	Not Applicable	GBergens FLeblanc	Gina Bergens Fred LeBlanc

- 6) Obtain signature of person authorizing this request. Approved requests are sent to Financial Services for implementation. Financial Services will sign off when the request has been implemented.