CUNY FileNet User Access Request Form - Production

Please note: This form is required to request access to the FileNet system. This form must be approved by the employee's manager. Employees may NOT approve or grant access for themselves. *For transferring employees, a separate form must be completed from the Campus and/or Department transferring FROM and TO to modify access in both areas. This request must be made in advance of the effective date of the personnel action.*

EMPLOYEE INFORMATION SECTION (Please Print):

Last Name: First Name: MI:

8-Digit CUNYfirst ID: Job Title:

*Please select one:

Employee: Student**:   Consultant**:

☐ Full time ☐ Part time   ☐   ☐ Full time ☐ Part time

Business Unit / Campus: Dept / Office:

Work Phone: Ext: CUNY email address:

CONFIDENTIALITY STATEMENT (must be signed by the Employee):

I understand that the data obtained from this system and its related components is considered confidential and MAY NOT be shared with anyone who is not authorized to receive such data.

I understand that I am individually accountable for the use of my User ID in the FileNet system. Improper use of my User ID could lead to revocation of access rights and further disciplinary proceedings in accordance with CUNY policies, CUNY IT Security Procedures (security.cuny.edu), rules and regulations, and applicable collective bargaining agreements.

Employee's Signature: Date:

In the absence of written signature: Employees may accept the Confidentiality Statement in CUNYfirst via Employee Self Service. Go to: http://home.cunyfirst.cuny.edu, log in and navigate to, Human Capital Management > Self Service > CF Confidentiality Statement

Confidentiality Agreement Code:

Managerial Request:

Business Unit / Campus: Department / Office:

Last Name, Requesting Manager: First Name:

Signature, Requesting Manager: Date:

In the absence of written signature: Please email your approval to the appropriate campus party, per your campus' request process.

Action Requested (Check Only One): **Add Access** ☐ **Remove Access** ☐ **Delete All Access** ☐

** An approved Data Access Waiver may additionally be required for students, consultants, and temporary employees. Requirements can be found in the CUNY Information Technology Security Procedures found at security.cuny.edu under Policies and Procedures.

Admissions *(Roles require Admissions Owner Approval)*

□	Global_Admissions_View	Admissions - View documents only
✓	Student Folder View	View Student folder properties (auto assigned)

Student Records *(Roles require Student Records Owner Approval)*

□	Global_Registrar_View	Registrar - View documents only
□	FileNet Admin+	Change document properties in FileNet or delete incorrect scans
□	Datacap Scan/Capture+	Scan and index documents, do classifications, fixups, VRS Delete documents prior to the admin releasing a batch
□	Datacap Admin+	Admin authority over all scanning functions release of scanned batches
✓	Student Folder View	View Student folder properties (auto assigned)

Financial Aid *(Roles require Financial Aid Owner Approval)*

□	Global_FinancialAid_View	Financial Aid - View documents only
□	FileNet Admin+	Change document properties in FileNet or delete incorrect scans
□	Datacap Scan/Capture+	Scan and index documents, do classifications, fixups, VRS Delete documents prior to the admin releasing a batch
□	Datacap Admin+	Admin authority over all scanning functions release of scanned batches
✓	Student Folder View	View Student folder properties (auto assigned)

Health Services *(Roles require Student Records Owner Approval)*

□	Global_HealthServices_View	Health Services/Immunization - View documents only
□	FileNet Admin+	Change document properties in FileNet or delete incorrect scans
□	Datacap Scan/Capture+	Scan and index documents, do classifications, fixups, VRS Delete documents prior to the admin releasing a batch
□	Datacap Admin+	Admin authority over all scanning functions release of scanned batches
✓	Student Folder View	View Student folder properties (auto assigned)

University Central Admissions Offices Only *(Roles require Central Admissions Owner Approval)*

□	UGAUAPC	Processor. Scanners, case workers
□	UGACPT	Datacap Operators, limited to Scan, FlexID, and Verify tasks.
□	UGACPTADMIN	Datacap Administrators, full Datacap permissions and privileges
□	UGAAdmin	Viewing, annotating, attribute update, and interfacing to FileNet
✓	Global_Admissions_View	Admissions - View documents only
✓	Student Folder View	View Student folder properties (auto assigned)

+ Only for campuses using Datacap scanning. Institution security must be requested for Datacap access.

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DATA PERMISSIONS

Security Type	Value
Institution- List academic institution(s) user can access. **_(For Datacap Users only)_**	☐ BAR01 ☐ BMC01 ☐ MEC01 ☐ NYT01 ☐ CSI01 ☐ HTR01 ☐ JJC01 ☐ KCC01 ☐ LAG01

APPROVALS

Student Records - Campus Approval:

Last Name:	First Name:
Signature:	Date:

Student Records - Central Approval: (if required)

Last Name:	First Name:
Signature:	Date:

Financial Aid - Campus Approval:

Last Name:	First Name:
Signature:	Date:

Financial Aid - Central Approval: (if required)

Last Name:	First Name:
Signature:	Date:

Admissions - Campus Approval:

Last Name:	First Name:
Signature:	Date:

Admissions - Central Approval: (if required)

Last Name:	First Name:
Signature:	Date:

NOTE for CAMPUSES:
- Access to FileNet is **NOT** granted by college ASLs or anyone at the college.
- Your Campus ASL or Help Desk must **ESCALATE** completed request with approval(s) to CIS.
- **All required approvals must be obtained prior to escalation.**
- Access Approvers list can be found on security.cuny.edu > CUNYfirst (PeopleSoft) security.

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