

**Do not print and handwrite this form;
only electronically completed and emailed forms will be accepted.**

**Please do not make any changes to this form or save in any other format than PDF.
Please simply complete the relevant sections and save as a PDF.**

This form must be emailed to us by the appropriate
Line Manager/Authoriser and not the new user.

Completed and authorised forms should be emailed to the Technical & Improvement Team in
Corporate Finance. ('Oracle FMS Sys Admin' from the Outlook Address Book or
oraclefms.sysadmin@eastdunbarton.gov.uk)

Corporate users: a Change Request must be submitted to the ICT Service Desk to enable the
Oracle Fusion icon

Schools users: a URL to access Oracle Fusion will be provided in your 'welcome' email

User Details

Name

Position

Portfolio

Service

Location

Email Address

Contact No.

Type of Access Request (select 1 option only)

For Change of Access fill in the details of the new post and requirements, and any additional
Responsibilities required, in the Business Justification section

New User

Change of Access

Access Required (select all that are required)

Procurement Requisitioner

Buyer (Corporate Procurement Team only)

General Ledger

PBCS (Budgeting)

Payables (Purchase invoices)

Receivables (Sales invoices)

Projects

Authorisation – forward this form to your line manager for completion

Authorisation is required from the user's line manager or someone of an equivalent grade. The authoriser **MUST** complete the Business Justification section, then add their name, position & the date authorised. Forward the completed form to the email address at the top of this form.

The number of licences held by EDC to access Oracle Fusion is limited and has a financial implication. Access should only be requested when a robust business critical justification is evident.

Business Justification (*e.g. for Procurement; what is likely to be ordered, how often & value. Please include details of other Requisitioners/ Approvers within the team, and also include details of budget responsibilities; for a change of role by an existing user please specify any Responsibilities to be removed or new ones to be added and what date the change should be effective*).

This section **MUST** be completed for all requests.

Authorised by

Position

Date

For completion by Oracle Fusion System Administrator

New Fusion User

Form forwarded to HR Support

Date User Created

User Created by

Role(s) Enabled

Role(s) Required

User Spreadsheet Updated

Outlook Mailing List Updated

Actioned by

Date

Notes by System Administrator (if required)