THE AMERICAN UNIVERSITY IN CAIRO
University Information Systems

SAP ACCESS AUTHORIZATION FORM

Date: DD / MM / YYYY

Reason for Request: Please Select **SAP Username if any:** _____

Title: Please Select **Last Name:** _____ **First Names:** _____

Staff SAP ID: _____

Postition: _____

Department: _____ **Cost Center:** _____

Room #: _____ **Floor #:** _____ **Building:** _____ **Mail Code:** _____

Extension #: _____ **Mobile #:** _____ **Fax #:** _____

AUC ID Bar Code # (On back of card - 14 Digits): _____

AUC Email Address for SAP License Owner: _____

If temporary access, specify dates authorization effective: From: DD / MM / YYYY **To:** DD / MM / YYYY

If same access as a current user please specify username: _____

Note: Please select the appropriate tables for the modules you need to have access to. Then, fill table details which can be found in the UIS website http://uis.aucegypt.edu/bycategory.htm and attach to this form

☐ **Table 1: FI Roles**	☐ **Table 5: HR Roles**
☐ **Table 2: FM Roles**	☐ **Table 6: PY Roles**
☐ **Table 3: MM Roles**	☐ **Table 7: PS Roles**
☐ **Table 4: TM Roles**	☐ **Table 8: Departments Roles**

Acknowledgement of Confidentiality

I understand that The American University in Cairo systems contain sensitive and confidential information. In accordance with University Policy and the Code of Academic Ethics (www.aucegypt.edu/resources/acadintegrity), I will maintain adequate security precautions for access, use, retention and disposal of student data. I certify that the SAP User ID(s) will be used for work justified by the programs of The American University in Cairo university systems. I understand that illegal use of data, computers, computer programs, systems or networks or supporting documentation is a violation and is therefore, punishable.

_____ _____

User Signature **Date** **Department Head Approval** **Date**

_____

VP Finance (for new licenses) **Date**

Send to UIS, Mail Code 117

For UIS Use Only:

Username: _____ **SAP Lic. No:** _____

Created By: _____ **Date:** _____