

How do I Request KFS Access?

If you are a new University of Maryland employee and require access to KFS, or you currently changed organizations at UMD you will have to process the **KFS Access Request** form. The completion of the KFS Access document provides the ability for users to initiate KFS documents.

Note: This form does not need to be completed if you just need additional or modified access to KFS or access to KFS Web.

Navigation: KFS Web > Security > **KFS Access Request Form (VPN is required)**

1. Completely fill out the Document Overview Section
2. Click on the magnifying glass in order to populate the employee's information in the User Details section
3. Review Statement of Understanding and signify your agreement checking the box. This is required.
4. Save and Submit KFS Access Request document. Once approved you will receive a confirmation email

Kuali Portal Index x +
https://kfs.qa.umd.edu/portal.do?channelTitle=KFS Access Request&channelUrl=kfsAccessRequest Tovi search

Kuali financial systems® Provide Feedback
Main Menu Maintenance Administration KFS 5.0.1-SR28-M5 08/19/2014 12:15 PM (Oracle9i)

action list doc search KFS Web logged in User: schastai Impersonating User: schastai Login Logout

Backdoor Id schastai is in use

KFS Access Request Document Doc Nbr: 33000133 Status: INITIATED
Initiator: schastai Created: 03:18 PM 08/25/2014

expand all collapse all
* required field

Document Overview hide

Document Overview

* Description:
Organization Document Number: Explanation:

User Details hide

User Details

* UID	First Name	Last Name	Phone Number	* Campus Code	* Primary Department Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Statement of Understanding hide

Statement of Understanding

I understand that, pending all approvals, I will be given access to information contained in the University of Maryland Kuali Financial System (KFS) solely for the purpose of fulfilling my official job duties. I agree to keep all information in a manner that is appropriate to its content and to keep any personally identifiable information confidential, kept out of public view, and stored in a secure location/form whether it is in paper copy, contained in software, visible on screen displays, in computer readable, or any other form. I understand I am solely responsible for my use of this information, including its disclosure to others. I therefore agree not to re-disclose or provide access to this information except as authorized by my job duties and in compliance with federal and state laws and University policy. Neither curiosity nor personal relationships provide a basis for any breach of confidentiality. By signing the KFS Access Request