

# **iRattler Access Request Form Instructions**

## **Florida A&M University (FAMU)**

**\*\*Approvers must verify that they have completed the required courses before filling out the form**

### **iRattler Security Form**

1. Fill out the requester's information in the **To Be Completed by Requester** section.
  - a. **Eff. Date** (Effective Date) is the date when the user's security access in iRattler Financials will take effect

### **iRattler Financials**

1. Select one action from the **Required Action** dropdown
2. If you need to copy permission from a previous user, enter their **USERID** in the box **Copy from USERID**
3. Select the roles you are requesting access to in the dropdown boxes under **Access Requested**. You can request multiple module access roles. Select the required roles under each category

**Note:** For assistance in filling out the section, refer to the [iRattler Financials Functional Access Description](#)

4. The requester's supervisor will need to fill in their information and sign the **To Be Completed by Requester's Supervisor** section

### **Human Capital Management System**

1. Select one action from the **Action Requested** section
2. If you need to copy permission from a previous user, enter their **USERID** in the box **Copy from USERID**
3. Select the roles you are requesting access to in the section named **User Roles**. You can request multiple module access roles. Select the required roles under each category

### **Campus Solutions**

1. Select one action from the **Action Requested** section
2. If you need to copy permission from a previous user, enter their **USERID** in the box **Copy from USERID**
3. Select the roles you are requesting access to in the dropdown boxes under **Access Requested**. You can request multiple module access roles. Select the required roles under each category

**Note:** For assistance in filling out the section, refer to the [Campus Solutions Functional Access Description](#)