UNIVERSITY at BUFFALO
RF REPORT CENTER ACCESS REQUEST (fka PIAI request)
Please review the requirements on the next page and obtain the appropriate authorization(s)

☐ **New** (If applicable, name of person you replaced: _____)   ☐ **Update**

USER INFORMATION SECTION - *Completion of all user areas is required*

Name (please print Last, First, MI):	Title:
Campus Mailing Address:	**Phone:**
Room/Bldg: _____	Voice: _____
☐ North Campus ☐ South Campus ☐ Other	Fax:
Department:	**E-mail Address:**
Person Number:	**UBIT Name:**	**For SIRI System Users -**

For SIRI System Users - Add this access to SIRI: ☐ Yes   ☐ No

The User's signature on this form is acknowledgement that they will safeguard the information and system assets assigned to them and prevent unauthorized use of RF Business Applications PIAI/Quick View.

_____
User Signature   Date

ACCESS REQUEST SECTION - *Complete area(s) that concisely describe the information needed*

Use second form for additional PI's, accounts, or organizations

Complete this area to request access to all accounts assigned to a Project Investigator (PI):

Provide access for all accounts assigned to:	Provide access for all accounts assigned to:
PI Name:	**PI Name:**
Person Number:	**Person Number:**

Each Principal Investigator's approval is required for PIAI access

& Complete this area to request access to specific accounts:

List each account separately:

Project _____	**Task** _____	**Award** _____	**PI Name** _____
Project _____	**Task** _____	**Award** _____	**PI Name** _____
Project _____	**Task** _____	**Award** _____	**PI Name** _____
Project _____	**Task** _____	**Award** _____	**PI Name** _____
Project _____	**Task** _____	**Award** _____	**PI Name** _____

Each Principal Investigator's approval is required for account access

& Complete this area to request access to all accounts assigned to an organization/department:

☐ **Department** ☐ **College** ☐ **School**
Name of Organization: _____
List Entity or State Account Number(s): _____

☐ **Department** ☐ **College** ☐ **School**
Name of Organization: _____
List Entity or State Account Number(s): _____

Department Head's approval is required for organizational/department access

Principal Investigator(s) or Department Head must approve form. The Principal Investigator's/Department Head's approval of this form is authorization to add the user to the system and confirmation that the user requires this access to perform their job duties.   The approver will notify Security of the user's termination or transfer.

_____   _____
Principal Investigator Authorization   Date   Principal Investigator Authorization   Date

_____   _____
Principal Investigator/Department Head Authorization (needed for organizational access)   Date

CAMPUS SECURITY SECTION *To be completed by Security Staff*	**Security Contact Signature:**		**Processed By:**
Oracle ID:	**Portal ID:**	**Portal Password:**	**Agreement:**	**Notify:**

Forward completed form to 420 Crofts Hall, North Campus, Attn: PIAI Security

PIAI/Quick View Access Requirements & Form Instructions

PIAI Access Requirements	
For Browser Versions:	**Software Requirements:**
Internet Explorer version 5.0 and up & Netscape version 6.2.3 and up	No additional software required
Internet Explorer versions below 5.0 & Netscape versions below 6.2.3 & All other browsers	Citrix Software installation needed on user's computer. Area node or technology staff should be contacted to perform the installation. Citrix download files are available at: ubbusiness.buffalo.edu/ubb/cfm/ubs_pages/displayPage.cfm?page_id=10571

- Security access must be requested for each individual user.
- PIAI, Quick View, and RF Portal website access passwords should be treated as securely as the data.
- The Department Head and/or Project Investigator's approval is confirmation that the user requires access to the PIAI/Quick View Systems to perform their job duties. The approver agrees to monitor their staff's requirements for access to the PIAI/Quick View Systems and to notify PIAI Security when an employee leaves the campus, department, or has a change in duties such that they no longer require access. Notification emails should be sent to:
  piai@business.buffalo.edu.

Form Instructions

- **User Information Section**
  - Completion of all areas in this section is required.
    - ❖ Users located off campus should enter their mailing address in the 'Room/Bldg' blank and check the 'Off Campus' box.
    - ❖ Note that all University employees are assigned a UBit name when they are hired. Users that do not know their UBIT name can look up their ID through CIT's UBit name webpage located at: http://www.cit.buffalo.edu/ubitname/
    - ❖ The SIRI/People & Money Users area applies to those with current system logons that wish to add this RF access to the system access they already have.
- **Access Request Section**
  - Completion of one or more area's may be needed to specify what data a user will need access to in order to perform their job duties. Only complete the areas necessary to concisely describe the data access needed.
    - ❖ Departmental staff needing access to all RF accounts within an organization or department should complete the lower area labeled "Complete this area to request access to all accounts assigned to an organization/department." Department Head approval is required to obtain this type of access.
    - ❖ Principal Investigators (PI's) and their support staff that need access to all RF accounts assigned to one (or more) PI should complete the upper area labeled "Complete this area to request access to all accounts assigned to a Project Investigator." When specifying a PI it is not necessary to further list each of their accounts in the next section. The PI's approval is required to obtain this type of access.
    - ❖ When neither of the above access types are desired or fully cover the needed RF account access, then complete the middle area labeled "Complete this area to request access to specific accounts." Each account's PI must give their approval before this access can be granted.
- Form questions may be emailed to piai@business.buffalo.edu.
- Completed form, first page only, should be mailed to PIAI Security at 420 Crofts Hall, North Campus or faxed to 645-3701.

This page is to be retained by the Dept, PI, or User

Forward only the first page to PIAI Security