**PlanUW - Planning and Budgeting Cloud Authorization**

## University of Wisconsin System

Add New User (all fields required) Change to Existing User (applicable fields)

 Delete User (provide name, email and institution)

The form should be completed and submitted to the [Budget Officer](https://www.wisconsin.edu/financial-administration/systemwide-business-office-directory/budget-officers/) at your institution for approval and submission to the PlanUW@uwsa.edu mailbox.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Last Name | First | MI | Phone | Email Address  |
| Institution |

|  |  |
| --- | --- |
| Federated Logon ID (same as for CAT): | Type of Computer (Desktop, Laptop): |
| PlanUW Role (Circle one):**View Only /** **Read/Write User** / **Power User\*** | Operating System (Windows or Macintosh): |
| *\*Power Users will need to request the Smart View Add-In for Excel be installed by their internal IT contact or Help Desk.*  | Excel Version |

 Read Only Access Department(s) (UDDS format): Read and Write Access Department(s) (UDDS format):

|  |  |
| --- | --- |
|  |  |

|  |  |
| --- | --- |
| PlanUW Forecast Role (Circle one):**View Only /** **Read/Write User / None** |  |

 Read Only Access Department(s) (UDDS format): Read and Write Access Department(s) (UDDS format):

|  |  |
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|  |  |

Terms: Your use of University of Wisconsin computing resources is restricted to authorized University of Wisconsin business. You may only access computing resources for which you have specific authorization and only in accordance with authorized business need. Your password verifies your login identification (Login ID) and is intended for your use alone. You are responsible for keeping it confidential and for changing your password based on your campus security policy. If you suspect someone else knows your password, change it immediately. Intentional violation of this agreement may result in disciplinary action, legal action or both. You may be held responsible for any willful and deliberate misuse, system damage or security breach, that is traceable to your assigned Login ID. Confidentiality Agreement: By signing this form I certify I am a user of Plan UW data and I agree to abide by the state and federal laws and University of Wisconsin policies that apply to the proper use of data. For more information see: Wisconsin Public Records Law: <https://www.wisconsin.edu/general-counsel/legal-topics/records/> Records Management: <https://www.wisconsin.edu/regents/policies/university-of-wisconsin-system-public-records-management/>

**I have read, understand and agree to the above terms:**

|  |  |  |  |
| --- | --- | --- | --- |
| User Signature |  | Print Name | Date: |

**I certify the authorized business need for access assigned and hold the above accountable for the terms stated. I understand the internal control risks associated with the combination of access to roles and accept the responsibility for implementing compensating controls if such access is authorized.**

|  |  |  |  |
| --- | --- | --- | --- |
| Supervisor Signature |  | Print Name | Date: |
| Budget Officer Signature |  | Print Name | Date |