

PC FMS Security Request Process

FMS users who only need to enter travel and expense information do not need to use this process to request access. The self-service travel and expense security is automatically created during the initial login to the application. This security request process only applies to users who require access to Purchasing Modules.

The Security Request Process

1) Requestor

a. FMS Security Accounts **except** Requisitioner

i. Submit an email to their supervisor requesting FMS access

1. Information to provide in email

- a. Requestor's MEID
- b. Screenshot from Employee Learn Center (ELC) showing they have completed the Annual Information Security and Privacy Awareness (includes FERPA I) and the Annual Acknowledgements and Disclosures training courses
- c. List of functions requestor will need to perform in FMS

b. Requisitioner Account

i. Attend FMS Requisitions training

ii. Submit an email to their supervisor requesting FMS access

1. Information to provide in email

- a. Requestor's MEID
- b. Screenshot from Employee Learn Center (ELC) showing they have completed the Annual Information Security and Privacy Awareness (includes FERPA I) and the Annual Acknowledgements and Disclosures training courses
- c. Screenshot from ELC showing they have completed FMS Requisitions training

2) Supervisor reviews and approves the request

- a. Indicate type of FMS Security Account to create
- b. Forward email to fiscal@phoenixcollege.edu

3) Fiscal Office reviews and approves the request

- a. Fiscal creates a help desk ticket
- 4) **FMS Security Team** completes the request and closes the ticket
 - a. Fiscal notifies Requestor and Supervisor

FMS Security Accounts

- 1) Inquiry / View Only – no update access – view access across the main modules within FMS
- 2) Requisitioner – able to create requisitions – includes view access
- 3) Approver – able to approve requisitions, but not create them – includes view access
- 4) Receiver – able to receive items shipped to their location – includes view access
- 5) Project Director – able to view their project status including financial and resource information - includes view access (used for grants and construction projects)