



FMS nQuery Access Request

Access to Management System Portal (MSP) - FMS nQuery Read-Only Application

Please note that you must have a valid CWL ID to request read-only access to FMS nQuery.

If you already have a CWL ID please fill out this form, obtain authorizing signature, scan and email to peoplesoft.support@ubc.ca

APPLICANT INFORMATION

Department: Request Date:

First Name: Last Name: Employee ID: CWL ID:

Tel.: E-mail:

I acknowledge and accept the terms of use as defined by University policy and by the non-disclosure agreement on this form.

Signature of Applicant

The Security Administrator for each department will provide access to Department IDs and Project Grants once the FMS nQuery account has been created. To identify the security administrator responsible for a specific DeptID please [check this link](#).

Access required for the following FMS nQuery Department IDs. Please check the box for each PG if viewing payroll detail is required.

DeptID	Project Grant	<input type="checkbox"/> Payroll	DeptID	Project Grant	<input type="checkbox"/> Payroll	DeptID	Project Grant	<input type="checkbox"/> Payroll
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Payroll	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Payroll	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Payroll
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Payroll	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Payroll	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Payroll
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Payroll	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Payroll	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Payroll

If more than 9 PGs are required, please attach a separate list to this request.

FACULTY or DEPARTMENT AUTHORIZATION

Department:

Name: Signature: _____

Title: Telephone:

Non-Disclosure Agreement

Financial records available from the Financial Management Information System (FMS) are confidential and the Property of the University of British Columbia. Data security of the FMS system is defined as the protection of information systems, data facilities, and resources against accidental or deliberate threats to their confidentiality, integrity, or availability.

Deans, Directors and Department Heads are accountable for ensuring the responsible use of administrative system access privileges granted through their authority. Specifically, individuals authorizing administrative system access are responsible for a) ensuring that the level of access authorized is sufficient and necessary; b) ensuring that faculty, staff and students granted access privileges under their authority are aware of this security agreement and accept individual accountability and responsibility for use or abuse of granted system privileges.

Information end users are responsible for the prudent and secure use of information facilities in compliance with good business practice and security standards. An information end user assigned a unique user identification code and secret password is individually accountable for all systems access granted through that user identification code and password. End user responsibilities include, but are not limited to a) the protection of individual user identification codes and associated passwords; b) ensuring that workstations are not left unattended; c) ensuring that sensitive information displayed on end user workstations or hard-copy reports is not visible to unauthorized individuals; d) ensuring that this security agreement is not violated by the use of the individual identification codes by or at another end user.

Protection of information assets and compliance with this security agreement and accompanying procedures are basic terms of continued administrative system access privileges. Failure to comply with this agreement could result in disciplinary action including termination of system access privileges.

The request will be reviewed and authorized by Financial Operations. Once completed, you will received an e-mail notification.

Data Management

Name: Signature: _____ Date:

If you require further assistance please contact peoplesoft.support@ubc.ca