

ignite Business Officer Access Request

Access to Ignite is contingent upon completion of training for each role assignment requested below and a signed confidentiality agreement.

For Business Officers only,
Upon completion, please send to
ISM_Ignite_Security@baylor.edu

SECTION 1: REQUESTOR INFORMATION

FULL NAME	EMAIL
PHONE	DIVISION

SECTION 2: APPLICANT INFORMATION

- New Faculty or Staff User Change Existing Profile (Transfer employee, change in job duties, termination, etc.)

FULL NAME	PERSON/ID#
EMAIL ADDRESS	DEPARTMENT NAME
JOB TITLE	

COPY ACCOUNT – Will this user be replacing someone? Is there someone else’s account that we should use to copy or mirror the account setup? If so, please list that person’s name here:

SECTION 3: SELECT ACCESS/ROLE PACKAGES

For more details, please refer to [Ignite Roles Summary](#).

- Financial Administrator**
 - Designated staff who work with Business Officers and Financial Managers to support the financial needs of a school/division. Departmental procurement lead – processes procurement requisitions for faculty and staff. Reviews, completes, and submits Pre-Travel Authorizations and Expense Reports
 - Access to finance data.
- Financial Manager**
 - Designated staff who work with Business Officers and Division Approvers to support the financial needs of a school/division.
 - Approves procurement, expense report transactions, supplier requests and ensures appropriate accounting, compliance, & availability of funds.
 - Access to faculty funds.
 - Access to finance data.
- Division Approver/Business Officer/Dean**
 - Designated staff who oversees all financial aspects of a school/division.
 - Approve procurement transactions of \$25,000 to \$100,000 to ensure appropriate accounting, compliance, and availability of funds.
 - Manages to faculty funds
 - Access to finance and HCM data.
 - Approves Compensation

APPLICANT NAME	PERSON/ID#
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SECTION 4: DEPARTMENT/ENTITY DETAILS (add comments below and include names and numbers)

Add

Remove

Replace

4. **Finance/Projects Campus Data Portal**

- Access to Finance and Research data portal.

5. **HCM Campus Data Portal**

- Access to either all employee data or employee data for a specific entity. Entity will be identified in section 5.

SECTION 5: ADDITIONAL NOTES/COMMENTS/DETAILS

SECTION 5: ACKNOWLEDGEMENT

I confirm that I have carefully reviewed the access I'm requesting on the user's behalf. I have informed the user that improper use of access could lead to revocation of rights and further disciplinary proceedings in accordance with Baylor policies, rules and regulations.

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