



**GUAM WATERWORKS AUTHORITY
INFORMATION TECHNOLOGY**

**System User
Access Request Form**

C O N T A C T	Request Date: _____ Request Time: _____ Manager Name: _____
	Requested by: _____ Emp. No.: _____ Telephone No: _____
	Dept: _____ BU #: _____ E-Mail: _____

S E R V I C E	Platform JDEdwards <input type="checkbox"/> Customer Info Sys (CIS) <input type="checkbox"/>
	System Access: <i>Check all that apply</i> Access Level

	INQUIRY	ADD	UPDATE	FULL
General Ledger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accounts Payable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accounts Receivable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Human Resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payroll	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requisition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Purchasing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Cost	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cashier	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Billing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other _____				

I N T E R N A L	<i>TO BE COMPLETED BY GWA IT</i>
	User ID: _____ Default Menu: _____ Batch Job Que _____
	Comments: _____

A P P R O V A L	Supervisor Approval: _____ Date: _____
	Manager Approval: _____ Date: _____