



KFS Security Access Request

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If you are a new University of Maryland employee, or recently appointed to a position, or changed organizations within UMD, that requires you to have access to accounts in KFS Reports, you will need to complete the **KFS Access Security Request form**.

Step	Action
1.	Completely fill out the Document Overview Section. Note: In the Description field please include the First Initial and Last Name. If you need to remove current security access, please enter that information in the Explanation field.
2.	Click on the magnifying glass to populate the employee's information in the User Details section.
3.	On the Edit Access Security Details tab, you will specify the accounts and/or accounts you need to access. If you are requesting access to more than 10 accounts within an organization, use the 7-digit organization (sub-department) number instead of individual accounts. Similarly, if requesting, more than one organization consider using the department code (P and the first 6-digits of the organization number) and more than one department using the division code (D the 2-digit division number followed by 4 zeros)
4.	Review Statement of Understanding and signify your agreement checking the box. This is required.
5.	Save and Submit KFS Access Security Request document. Once approved you will receive a confirmation email.