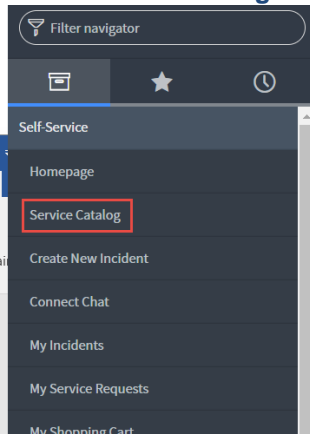


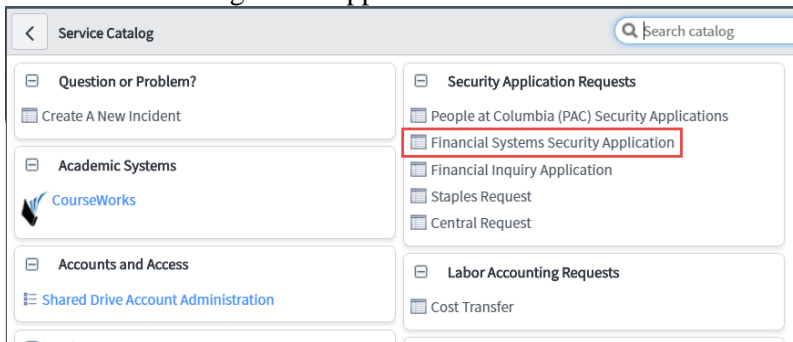
When going on a leave of absence from the University for any length of time, your roles in ARC are automatically deactivated. When you return from your leave of absence, you can easily reestablish your previous roles by submitting a Financial Systems Security Application (FSSA). This job aid details those steps.

Submitting an FSSA to Reestablish ARC Roles

1. Log on to **Service Now** <https://columbia.service-now.com>
2. Click **Service Catalog** under the **Self Service** section from the left **Navigation** pane.



The Service Catalog screen appears.



3. Click the **Financial Systems Security Application** link under the Security Applications Requests section.

The FSSA form appears.

A screenshot of the FSSA form. The 'Section 1: User Information' section is visible. It contains several fields and options: 'Who are you requesting access for?' with radio buttons for 'I am requesting access for myself' (selected) and 'I am requesting access for another User'; 'User information' with fields for 'Requested By:' (ez2248), 'Requested By Name:' (Eric Zaretsky), 'Requested For:' (Eric Zaretsky), and 'Requested For Name:' (Eric Zaretsky); '1.1: Manager/Departmental Administrator information' with fields for 'Manager's UNI:' (ks2070) and 'Manager's Name:' (Katherine Sheeran); '1.2: User Type' with radio buttons for 'CU Officer' (checked), 'CU Support Staff', 'CU Casual', 'Consultant/Temp', and 'Columbia Affiliate'; '1.3: Access Type' with a dropdown menu for 'Request Access Type' (New / Update); and '1.4: Select DAF Administrator for departments to which you are requesting access' with a field for 'DAF Department:' (Central/General/Finance/Other).

Columbia University Finance Training

Service Now (FSSA): Reestablish ARC Roles after Returning from Leave of Absence

4. Complete **Section 1: User Information**. You can submit a request on behalf of another user. If the **Request By** and **Manager UNI** are the same when submitting on behalf of a subordinate, the application will be routed directly to the DAF Administrator for approval.
5. Scroll down to **Section 6: Comments** and enter “Returned from leave of absence, reestablish preexisting roles.”

[-] Section 6: Comments

Comments:

Returned from leave of absence, reestablish preexisting roles.

[-] Section 7: Terms of Agreement

Access to the University's financial systems is granted solely in conjunction with assigned duties as an employee /consultant/temporary/affiliate of the University. Owners of a Columbia University logon ID are responsible for all use of the ID and password and must comply with all University policies on security, computer access, and confidentiality of data. Failure to follow these policies will result in the loss of computing privileges. [Click here](#) for Columbia University IT policies.

In addition, if approval authority is requested, transaction approvers must be familiar with the Departmental Authorization Function ("DAF") policy, understand the responsibilities attendant to this authority, and the obligation to maintain sufficient documentation to substantiate any financial activity for internal and external audits and any related inquiries. [Click here](#) for the DAF policy.

By checking the "User Acceptance" button, you acknowledge these policies apply to you or a user for who access has been requested for. Further information regarding these policies is included in the related ARC training courses.

* Accept the Terms of Agreement:

User Acceptance

[Order Now](#)

6. Click the **User Acceptance** box for the Terms of Agreement and click **Order Now**. The Shopping Cart screen appears.

< Shopping Cart [Checkout](#)

Are the contents of your cart correct? Please double check the items and remove and edit where appropriate

Item	Delivery Time	Price (ea.)	Total
Financial Systems Security Application - Financial Systems Security Application	7 Days		-
Total			-

[Checkout](#)

7. Click **Checkout**.