The Financial Systems Security Application (FSSA) is used by faculty and staff who need to request system access to Columbia University's Financial Systems. This job aid details those steps.

**Submitting an FSSA to apply for Financial Systems and Roles**

1. Log on to Service Now [https://columbia.service-now.com](https://columbia.service-now.com)
2. Click Catalog from either the upper right side or the bottom of the ServiceNow Customer Portal Screen.

The Service Catalog screen appears.

The Service Catalog screen appears.
3. Type **Financial Systems Security Application** in the **Search** field and click the matching result.

![Financial Systems Security Application](image)

The FSSA form appears.

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. Other information to complete:

   - **User Type** - Enter your relationship to the University (If you are a Consultant/Temp or a Columbia Affiliate, you must enter both an Access Begin Date and an Access Expiration Date.)
   - **Access Type** - Enter the type of request
   - **DAF Department** - The School / Admin Unit who is authorized to grant access
5. Complete **Section 2: ARC User Access.** Select the Roles for which you are applying. Any Roles that require training will be indicated. View the required training [here](#).

```markdown
Section 2: ARC User Access

2.1: Procurement - Requisitions and Vouchers
These roles automatically grant Procurement Inquiry access in ARC. If access to FDS is required, select "ARC Online Reporting Only" under section 2.5.

Roles:
- Requisition Initiator (Requires Training)
- Voucher Initiator (Requires Training)
- Department Requisition Approver (Requires Training)
- Department Voucher Approver (Requires Training)
- TBER Approver (Requires Training)

* Origin (Requester Profile):
  - FIN – FIN Finance

2.2: Procurement - Exception Roles

Roles:
- Receiver Only (No other Initiate Roles) (Requires Training)
- Supplemental Voucher Approver (Requires Training)
- Requisition Ad Hoc Approver (Requires Training)
- Voucher Ad Hoc Approver (Requires Training)
- Procurement Inquiry Only

* Inquiry departments for roles selected in section 2.1 and/or section 2.2
```

**Note:** Certain roles will require the completion of additional fields. For example, if you select Requisition Initiator, you will need to indicate the Origin (school / department) and Inquiry departments.

6. If you selected **Yes** for **Is ARC Special Request access required?**, select the desired Roles from **Section 3: ARC Special Requests.**

```markdown
Is ARC Special Request access required?
- Yes
- No

Section 3: ARC Special Requests

1.1: Procurement - High Dollar Approval Thresholds

Roles:
- Department Requisition Approver (Requires Training)
- Department Voucher Approver (Requires Training)
- Travel Advance / Travel & Business Expense (TBER) Approver (Requires Training)

Requisition/Voucher Approver Departments and High Dollar Thresholds Approval Dollar Range (check all that apply):
- $500,000 - $1,000,000
```
7. Complete **Section 4: FINSYS/FFE User Access** if you are applying for FinSys/FFE Roles. You are required to indicate **department(s)/tree node(s)** for any FinSys/FFE and PAD roles you select.

![Select the following department(s)/tree node(s) for all FinSys/FFE access, except PAD. If PAD is selected, a separate department selection will open.](image)

4.7. **PAD** (Payroll Detail Reporting Information)

Note: PAD Initiator role allows user to budget detailed payroll in the payroll module of budget tool. Must also have Budget Tool Initiator. Enter PAD Access for the following department(s) / tree node(s):

Roles:
- [ ] PAD (Department) Inquiry Only
- [ ] PAD Initiator (Create / Modify / Delete in Budget Tool Payroll module)

* Enter PAD Access for the following department(s) / tree node(s):

8. Enter any **Comments**, select the **User Acceptance** box for the **Terms of Agreement** and click **Submit**.

Section 6: Comments

Comments:

Section 7: Terms of Agreement

* Accept the 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 login 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 approved 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 whom access has been requested for. Further information regarding these policies is included in the related ABC training courses.

- [ ] User Acceptance

**Submit**

Add attachments

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The Request Details appears.

**Home**  [Tickets](#)  [Request Details](#)

**REQ0096537 | Requested Items**

**Financial Systems Security Application**

**Requested Item**

- **Number**: RITM013155
- **Task state**: Open
- **Item**: Financial Systems Security Appl...