

REQUESTING FAS WEB ACCESS

Access to the Data Retrieval section of FAS WEB requires a UMID and PIN as well as Department Code/Account Number Security. Once you have logged in, your access is controlled by FAS account number, FAS department code or a combination of the two. Access should be approved by your department head or their designee and include all of the information presented below. Upon their approval, have them forward the request to:

Christy Kopchinski
Financial Services
Saratoga Street Garage and Offices
220 Arch Street, Office Level 2
Phone: 6-6225 Fax: 6-2939

I request access to FAS WEB. (All Information Must Be Filled In)
(Please Print Clearly)

Employee Name:

Employee SSN:

Employee Birth Date:

Employee Phone:

Employee Email:

Department Name:

My official duties require access to the following:

FAS Department Code(s):

OR

Specific FAS Numbers:

(Signature – Employee)

I approve the above request.

(Signature – Dept Head or Designee)

FAS WEB has been established.

(Signature – Financial Services Representative)