

RAVEN ACCESS REQUEST

Access should be approved by your department head or their designee and include all of the information presented below. Upon their approval, have them go click the request to:

ASC Help Desk
 Health Sciences & Human Services Library
 601 W. Lombard Street LL06
 Phone: 410-706-HELP (4357) Fax: 410-706-4191"

.....Go click the request to:

- New** - Create new profile
- Change** - Change an existing profile
- Delete** - Delete an existing profile

User Information

User Name		Date	School/Department
Employee/Affiliate ID	Campus Email Address		Campus Phone

RAVEN Roles	Assign Role	Remove Role	Description
RAVEN COEUS Inquiry			Allows access to all COEUS Inquiry Pages.
RAVEN Financials Inquiry			Allows access to all pages in RAVEN Financials Inquiry for designated access.
RAVEN PCard Inquiry			Allows access to Pro Card pages for designated access.
RAVEN SPC Inquiry			Allows access to the Statement of Payroll Charges for designated access.

Comments

ACCESS TYPE	Complete Access Type if you are requesting access to RAVEN Financials, PCard or SPC Inquiry. You must indicate Owner Department for each Project ID and/or Award ID.		
Owner Department			
Project ID (1)		Project ID Owner Dept (1)	
Project ID (2)		Project ID Owner Dept (2)	
Project ID (3)		Project ID Owner Dept (3)	
Award ID		Award ID Owner Dept	

Employee Signature	Date	Department Head or Designee Signature
Financial Services Representative Signature		
RAVEN access has been established.		