

# RAVEN ACCESS REQUEST

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Access to RAVEN requires one or more roles as well as the specified Access Type. Once you have logged in, your access is controlled by the following ChartFields: Owner Department, Project ID and/or Award ID. 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  
Saratoga Street Garage and Offices  
Room 02-131  
Phone: 6-6225 Fax: 6-2939

User Information		
<b>User Name</b>	<b>School/Department</b>	
<b>Employee/Affiliate ID</b>	<b>Campus Email Address</b>	<b>Campus Phone</b>

RAVEN ROLES	Assign Role	Remove Role	Description
RAVEN Pages (Grants: Summary, Standard, Deliverable and Plant Fund)			Allows access to all detail pages in RAVEN for designated access.
RAVEN SPC Page			Allows access to the Statement of Payroll Charges for designated access.
RAVEN Pro Card Pages			Allows access to Pro Card pages for designated access.

ACCESS TYPE	You must indicate Owner Department for each Project ID and/or Award ID.		
<b>Owner Department</b>			
<b>Project ID (1)</b>		<b>Project ID Owner Dept (1)</b>	
<b>Project ID (2)</b>		<b>Project ID Owner Dept (2)</b>	
<b>Project ID (3)</b>		<b>Project ID Owner Dept (3)</b>	
<b>Award ID</b>		<b>Award ID Owner Dept</b>	

<b>User Signature</b>	<b>Department Head or Designee Signature</b>
<b>Financial Services Representative Signature</b> Raven access has been established.	