USER ACCESS FORM – State Financial System (SFS)

SFS is New York State (NYS) government's accounting and financial management system used to manage contracts and payments.

Submit this form to CustomerServices@rfsuny.org. If you only need a password reset for SFS, please email CustomerServices@rfsuny.org.

USER INFORMATION SECTION

☐ **NEW (if applicable, name of person you replaced)** _____

☐ **CHANGE (specify date if termination)** _____

Name: _____   Title: _____

Department: _____   Location: _____

Email: _____

User Signature: _____   Date: _____

ACCESS REQUEST SECTION

Check your role and access request that corresponds to that role: (Bid = Proposal, Claims = Invoices)

Role (select one)	Access		
___ I am a Principal Investigator/Program Staff Check all that apply from the PI Access column.	___ Initiate Bids	___ View Bids	___ Create/Submit Progress Reports
___ I am a Sponsored Programs Staff Member Check the access that best aligns with your job function **Note**: Any Sponsored Programs staff member who is responsible for multiple functions can request more than one of the responsibilities listed.	___ Initiate Bids	___ View Bids	___ Submit Bids
	___ Grants Contract Collaborator		___ Grants Contract Editor
	___ Grants Contract Approver **(Only check if user is authorized to sign contracts)**		
	___ Enter Claims	___ Submit Claims	___ View Claims
	___ Create/Submit Progress Reports		___ View Progress Reports

AUTHORIZATION SECTION

As the Sponsored Programs representative for your campus, you authorize this user to have access to SFS for your campus.

_____   _____

Sponsored Programs Representative Signature   **Date**

CENTRAL OFFICE ADMINISTRATOR USE ONLY

SFS Roles

_____   _____

_____   _____

_____   _____

_____   _____