Instructions for completing the CUNYfirst Procurement User Access Form

- Please use this form to add, change or remove access or a role for individual employee. (For example: a new hire, an existing employee without previous access as a requestor or a creator, an employee separation from your department, change in supervisor etc.)
- Note that if you are a requestor you are also automatically a creator for your department.

AT THIS TIME, PRIORITY WILL BE PLACED ON CHANGES THAT ARE ESSENTIAL TO THE FUNCTIONING OF DIVISIONS. An example of such an essential change would be replacement of a separated supervisor or employee that had a department approval or requester role.

1) All employees must complete and sign the EMPLOYEE INFORMATION SECTION.
2) Indicate on the form the role being added or removed. (Please refer to the attached “CUNYfirst Business Procedure” document.
3) Based on the role(s) selected please complete the other appropriate portions of the form.
   - Requester Role: Go to step 1
   - Creator Role: Go to step 2
   - Department Approver Role: Go to step 3
4) Select the User’s Primary Permission List
5) Complete APPROVAL section including your manager’s signature.
6) Email a scan version of the completed form to: BUDGETCF@BARUCH.CUNY.EDU