

# OnBase Access Request Form

**Effective Date:** 22 May 2019  
**Version Information:** 22 May 2019 v4

Emory uses the OnBase Document Management System to store electronic files.

- **Research Administration Services (RAS) staff** must complete this form, obtain their supervisor's signature, and submit via Salesforce (Log a Ticket > Compass > Grants Management Suite). Refer to the ["How to Open a Ticket?" job aid](#) for an overview on how to open a support ticket from the Finance Support Center website.

Once access is granted, RAS Central/Operations applies specific unit assignments and notifies staff.

- **NON-RAS staff** must complete this form (**including departments and approvers below**) and submit via Salesforce (Log a Ticket > Compass > Grants Management Suite). Refer to the ["How to Open a Ticket?" job aid](#) for an overview on how to open a support ticket from the Finance Support Center website.

**Requestor:** \_\_\_\_\_  
(Printed Name)

**Emory NetID:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Confidential documents** are restricted to those in Research Administration (OSP, RAS, RGC) and ASRSP offices because the contents

- are contractually-restricted,
- are otherwise restricted due to their sensitive nature (e.g. salary information - institutional base salary, SSN), and/or
- contain other privileged information (e.g. privileged correspondence between Emory representatives and sponsors, scientific details, etc.).

**Your access** is based on having a legitimate business interest in the access of this information in connection with your research, academic, administrative, and/or service functions for the University.

Your signature below confirms that you have read the statements above and that you acknowledge the statements below:

**For the Requestor:**

- I cannot release information contained within OnBase to a third party.
- I agree to maintain the confidentiality of the information retrieved and to limit its use for the expressed purpose stated above.

**For the Approving Official:**

I confirm as the Department/Unit Approving Official, that the requestor has a valid business interest to access the information in OnBase, for the performance of his/her duties.

**Required Signatures**

DEPT ID	DEPT NAME	APPROVER NAME	APPROVER SIGNATURE	DATE

**NOTE:** ONLY the departments listed above and approved by the respective Department Administrator and Chief Business Officer (CBO) will be assigned to the user's OnBase profile.