

# Colleague Financials

## Wesleyan Information Network (WIN: Ellucian Colleague) Application Access Request Form

IMPORTANT: Only select those accounts the user should have access to at the time this document is submitted. Keep in mind that the user's access will always reflect the most recent form received by the Information Technology department.

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

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

Position: \_\_\_\_\_

Is this person replacing another employee?  Yes  No

If Yes, provide previous employee's name: \_\_\_\_\_

Select only one:

To view the budget in RamLink with no ability to create or approve requisitions.

**BUD.VIEW**

To approve requisitions in Colleague and view the budget in RamLink.

**BUD.MGR**

To access and input Annual Budget amounts during the annual budget cycle (typically Deans and above.)

**BUD.ANNUAL**

To create requisitions in Colleague and view the budget in RamLink.

**REQ.INIT**

6 digit department code(s)


Access to salary lines? Yes   
No

Supervisor Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Module Custodian Name: \_\_\_\_\_

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

Module Custodian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

IT Use  
Only

Technical Specialist: \_\_\_\_\_

Date Completed: \_\_\_\_\_