



## Training Request Form

Please complete and return via email to [fasasap@fas.harvard.edu](mailto:fasasap@fas.harvard.edu).  
The **supervisor** must request access from the Application Security Group via [appsec@fas.harvard.edu](mailto:appsec@fas.harvard.edu) prior to requesting training.

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

Department Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Email: \_\_\_\_\_

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

☐ **ASPerIN - Faculty**

☐ Process Appointments/Actions

☐ **Aurora - Staff**

☐ Lookup

☐ Reporting

☐ Process Appointments/Actions: TA/TF

☐ Process Appointments/Actions: TEMP/LHT

☐ **Chart of Accounts**

☐ **Concur**

☐ Employee Reimbursements  
(please select appropriate role)

☐ Traveler Role

☐ Delegate Role

☐ Approver Role

☐ Corporate Card Payments  
(please select appropriate role)

☐ Traveler Role

☐ Delegate Role

☐ Approver Role

☐ **Oracle Business Intelligence** (Financial Reporting)

☐ Cash Management

☐ FIN-Core

☐ FIN-Journals

☐ Procure to Pay (e.g. Vendor Invoice Detail Report)

☐ Travel & Expense

☐ User Security

☐ **General Ledger**

☐ Journal Voucher (Online)

☐ ADI Spreadsheet

☐ INTRA (within ORG)

☐ INTER (outside ORG)

☐ **Harvard University Budget System (HUBS)**

☐ **Harvard Crimson Online Marketplace (HCOM)**

**Note:** Training provided only for Approvers.

☐ Marketplace

☐ Non-Catalog

☐ Payment Requests

☐ Non-Employee Reimbursements

☐ Receiving, Returns & Receipts

☐ **PeopleSoft**

☐ Time Reporter

☐ Time Approver

☐ PeopleSoft Reports

☐ Absence Reporter

☐ Absence Approver

☐ Student Quick Hires

☐ **Reporting Utility for FAS (RUFFAS)**

☐ **Travel**

☐ BCD/Harvard Travel Authorizations

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**Sponsored Research Management**

For sponsored research training, please click on: <http://www.fas.harvard.edu/~research/training/index.html>

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**ASAP USE ONLY:**

Team Member: ☐ JBB ☐ AV

☐ SN ☐ KP ☐ JM

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