Training Request Form

Please complete and return via email to fasasap@fas.harvard.edu.
The supervisor must request access from the Application Security Group via appsec@fas.harvard.edu prior to requesting training.

Trainee Name: __________________________
Supervisor Name: ______________________

Department Name: ______________________
Phone: _________________________________

Phone: _________________________________
Email: ________________________________

Email: ________________________________
Request Date: __________________________

☐ ASPerN - 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
☐ Travel & Expense
☐ User Security
☐ Procure to Pay (e.g. Vendor Invoice Detail Report)
☐ 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

Sponsored Research Management

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