

Effective **October 1st** a new process for granting access to BennyBuy only roles will be implemented. The following is a list of system roles that can be either granted or removed through this new process:

- Budget Authority “Non-Grant”
- Requestor
- Delegate Approver

The process starts with completing an electronic form, which can be initiated by clicking the “Request BennyBuy Access” button on our [eProcurement Website](#). This form can either be completed by the employee needing access, or it can be completed by someone else on their behalf. The Business Center will review the request electronically in Onbase after the form is submitted. Requests will then be reviewed by Business Operations IT, the group responsible for the overall finance system access. Once approved by BOIT the employees access will be granted the following morning through an automated process. This automated process also sends an email notification to the employee who got access, as well as the appropriate budget authority.

The core concept of this new process is that Budget Authorities will be notified after the fact when someone is granted access to a funding source they have responsibility over. The project team noticed that in most cases access requests were rarely ever denied. It just became very cumbersome to properly identify who to route the paper forms to for signature, especially when several different types of funding sources were requested. So, BOIT working alongside Enterprise Computing Services came up with a way to leverage our existing budget authority data structures to determine who is most appropriate to notify in an automated fashion.

The new process should provide faster turnaround time from when an initial request is submitted to access being granted, as well as a much more consistent user friendly process. We will be sending additional email notifications to other stakeholder groups, but please don't hesitate to forward this communication to anyone you feel would benefit from hearing about the new process. I have attached sample email notifications so you can see what they look like.

Thank You,

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