



# MSSS Employee Access Form

Creator/Approver

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

CaneID: \_\_\_\_\_

Department(s): \_\_\_\_\_

Corp:  Lennar  Sylvester  Bascom Palmer  UMHC  UMH  UMMG

Other \_\_\_\_\_

Bldg. Name & Room #: \_\_\_\_\_

Cost Center Account (s): \_\_\_\_\_

UM E-Mail Address: \_\_\_\_\_

UM Phone number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Role:  Entry User  Approver  Inactivate User

Cost Center Manager:

Print: \_\_\_\_\_

Sign: \_\_\_\_\_

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

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Notes: CaneID is the identifier used to log into most UM applications such as Outlook, Workday and your computer. Department is the name of each cost center to give access to, for charging supplies. Multiple may be listed. Cost Center Account is the FRS General Ledger account number to which supplies will be charged. Must match Department. **Please list the User's Default Department/Corp/Cost Center Account as the first entry on each line.**