



## **CORE Access Request Form**

*(This form is designed to be completed electronically by either Internet Explorer or Acrobat Reader)  
(For the best result, please use the Print button at the end of the form)*

### **STEP 1**

Instruction: Select the request type, specify the Effective Date and complete boxes 1 - 9

### **STEP 2**

Instruction: If the user needs to enter documents and/or update tables for a department code not listed in the Home Department in box 6 above, list those additional department codes below.:

### **STEP 3**

Instruction: The applications needed will be automatically populated based on the security roles selected in the Form.

STEP 4 - Security Roles & Workflow Roles

Instructions: Complete each functional section the user needs access.

Workflow Roles

Please enter the applicable Workflow Group IDs in the box below.

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STEP 4 (cont'd)

Instructions: Complete each functional section the user needs access.

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STEP 4 (cont'd)

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## Agreement and Acknowledgement

Employee:

By signing below, you attest that you are the user indicated in Step 1 of this form and you acknowledge the following:

- The access requested in this form is necessary to fulfill your responsibilities with the State of Colorado.
- You have read and signed the Statement of Agreement for Use of the State of Colorado Office of the State Controller's Financial Systems and Data.

Supervisor:

By signing below, you acknowledge that you have reviewed and approved the access requested for the employee indicated in Step 1. In addition, you confirm there is a signed copy of the Statement of Agreement for Use of the State of Colorado Office of the State Controller's Financial Systems and Data for this employee on file with your department.