**TRAINING REQUEST FORM**

Please complete and return via email to fasasap@fas.harvard.edu

The supervisor must request access from the FAS Finance Security and Chart of Accounts Administration Group via appsec@fas.harvard.edu prior to requesting training.

| Trainee Name: __________________________ | Supervisor Name: __________________________ |
| Department Name: ______________________ | Phone: _________________________________ |
| Phone: _________________________________ | Email: _________________________________ |
| Email: _________________________________ | Request Date: __________________________ |

**PLEASE CLICK THE LINKS NOTED BELOW FOR UPCOMING ASAP INSTRUCTOR-LED TRAINING OPPORTUNITIES PRIOR TO CONTACTING ASAP FOR AN ONE-ON-ONE SESSION.**

- [ ] Aurora
  - [ ] Lookup
  - [ ] Reporting
- [ ] Process Appointments/Actions: TA/TF
- [ ] Process Appointments/Actions: TEMP/LHT
- [ ] Process Appointments/Actions: FACULTY

- [ ] Concur
  - [ ] Employee Reimbursements *(please select appropriate role)*
    - [ ] Traveler Role
    - [ ] Approver Role
    - [ ] Delegate Role
  - [ ] Corporate Card Payments *(please select appropriate role)*
    - [ ] Traveler Role
    - [ ] Approver Role
    - [ ] Delegate Role

- [ ] HART/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) *(seasonal)*

Harvard Crimson Online Marketplace (HCOM)
- Payment Request
- Non-Catalog
- Non-Employee Reimbursements
- Marketplace

PeopleSoft
- Time Reporter
- Time Approver
- Student Quick Hires
- PeopleSoft Reports
- Absence Reporter
- Absence Approver

Reporting Utility for FAS (RUFFAS)

Travel
- BCD/Harvard Travel Authorizations

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**ASAP Instructor Led Training Opportunities – Harvard Training Portal**

<table>
<thead>
<tr>
<th>Topic</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal Transfer Trainings</td>
<td><a href="https://bit.ly/2Q1gQFZ">https://bit.ly/2Q1gQFZ</a></td>
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</tbody>
</table>

*** PIN-PROTECTED ***

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**Sponsored Research Management**
For sponsored research training, please click on: [http://www.fas.harvard.edu/~research/training/index.html](http://www.fas.harvard.edu/~research/training/index.html)