

## Training Request Form

Please complete and return via email to [fasasap@fas.harvard.edu](mailto:fasasap@fas.harvard.edu).  
The **supervisor** must request access from the Application Security Group via [appsec@fas.harvard.edu](mailto:appsec@fas.harvard.edu)  
prior to requesting training.

Trainee Name: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Department Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Email: \_\_\_\_\_

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

**ASPerIN**

Process Appointments/Actions: Staff and Faculty

**Aurora**

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

Procure to Pay (e.g. Vendor Invoice Detail Report)

Travel & Expense

User Security

**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

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**Sponsored Research Management**

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

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**ASAP USE ONLY:**

Team Member:  JBB  AV  SN  KP  JM

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