

# GoldLink Finance Account Request Form

**ETSU Office of Information Technology**  
 424 Roy Nicks Hall, Box 70728  
 Johnson City, Tennessee 37614  
 (423) 439-4648 • oithelp@etsu.edu

This section for use by the Office of Information Technology

Application Number	_____
Applicant Name	_____
Date Received	_____

## Return Completed Form to Office of Financial Services Box 70732

**Section 1. Personal Information. To process your request, all information in this section must be completed. Please print or type.**

<b>Name</b>	_____	[ last ]	_____	[ first ]	_____	[ middle ]	_____
<b>ETSU Domain Name</b>	_____	@etsu.edu		<b>School / College</b>	_____		
<b>E#</b>	_____			<b>Department / Office</b>	_____		
<b>ETSU Phone Number</b>	_____			<b>Campus Box Number</b>	_____		
<b>Supervisor</b>	_____			<b>Budget Number</b>	_____		

**Section 2. GoldLink Finance Departmental Account Applications. Check all that apply. Temporary employees must use a departmental account, requested by a regular employee, to access these applications.**

- I am requesting that a GoldLink Finance departmental account with the name \_\_\_\_\_ be created for use by our department or organization.
- I am requesting access to GoldLink Finance and need access to the following University Restricted (Grant) indexes (six digit index numbers starting with 2, e.g. E-263149): \_\_\_\_\_

**OR**

- I am requesting access to GoldLink Finance and need access to the following departmental and Foundation indexes (five digit index numbers in Chart E and/or six digit index numbers in Chart F) : \_\_\_\_\_

**AND**

I am requesting eBucs  requisitioning and/or  approvals access to the following indexes: \_\_\_\_\_

**Section 3. GoldLink Finance Individual Account Applications. Not for temporary employees. Check all that apply.**

- Faculty  Staff  other: \_\_\_\_\_
- New Employee: start date - \_\_\_\_ / \_\_\_\_ / \_\_\_\_
- I am requesting access to GoldLink Finance and need access to the following University Restricted (Grant) indexes (six digit index numbers starting with 2, e.g. E-263149): \_\_\_\_\_

**OR**

- I am requesting access to GoldLink Finance and need access to the following departmental and Foundation indexes (five digit index numbers in Chart E and/or six digit index numbers in Chart F) : \_\_\_\_\_

**AND**

I am requesting eBucs  requisitioning and/or  approvals access to the following indexes: \_\_\_\_\_

**Section 4. Responsibilities and Approvals. ALL SIGNATURES, PRINTED NAMES, AND DATES ARE REQUIRED.**

I understand that data integrity is my responsibility and have read and agree to abide by the Data Standards Data Entry Guidelines at <http://www.etsu.edu/banner/ETSU%20Data%20Standards%20Doc%20V3-3%20for%20Web-Revised.doc>. I agree to abide by the ETSU Computer Resource Code of Ethics, found at <http://www.etsu.edu/oit/ppp/policies/ethics.asp> and further agree that accessing ETSU computing resources and using my assigned user identification and/or password gives ETSU permission to review, by any method it deems appropriate, any and all material I store on any system owned, operated and/or maintained by ETSU in order to protect the integrity and security of the system.

signature of applicant	date	signature of department head, budget supervisor or faculty advisor (if same as applicant, use immediate supervisor)	date	printed name of department head, budget supervisor or faculty advisor (if same as applicant, use immediate supervisor)
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**Section 5. Financial Services use only.**

Request has been reviewed and approved by the Finance Data Custodian, Box 70732.

signature of Finance Data Custodian \_\_\_\_\_ date \_\_\_\_\_