MACHAKOS UNIVERSITY
ENTERPRISE RESOURCE PROGRAMME (ERP)
Access Rights Form

The form should be completed and forwarded to the ICT Directorate, in person, or by scanning and sending to sysadmin@mksu.ac.ke

User Details

First Name:	
Last Name:	
PF NO:	
University Department/school:	
Telephone number:	
Email Address:	
Position/Job Function:	

Nature of Access Request (tick):

New or Additional Access		Disable Access (Access no longer required)	
Modify Existing Access		Other (please specify below)	
Other:			

User training and satisfaction on use of the enterprise resource programme (ERP)

User training and satisfaction	☐ poor	☐ good	☐ very good	☐ excellent

User Agreement

By signing this form, I certify that I have read and understood the statement and that my username and password are to be kept confidential. Should I share this information, without prior permission my access will be revoked.

User Signature:	Date Signed:

Head of Section/Department Approval

By signing this form, I approve this employee for access requested on the subsequent pages, Access will not be granted via verbal confirmation

Approved by (Name)	
Approved by (sign)	
Date:	

Access Granted by

Name:	
Signed:	
Date:	

Access Request—Check Requested Items

Access will only be granted if the proper access check box has been checked, courses have been completed, and the functionality is required to perform your job.

Finance

☐ Student Arrears	☐ Customers	☐ Journal Entries
☐ Modify Fees Structures	☐ Refunds	☐ Cheque Reports
☐ Generate Exam Cards	☐ Imprest warrant and Expense Claims	☐ Basic Financial Reports
☐ Student Invoices	☐ Petty Cash	☐ Final Financial Statements
☐ Student Invoice Adjustment	☐ Payees	☐ Payment Cancellation
☐ Student Sponsorship Allocations	☐ Supplier Invoices	☐ Cheque Cancellation
☐ Fees Setup	☐ Suppliers / Vendors	☐ Part-time Claims Admin
☐ Receive payments (Student)	☐ Payment Vouchers	**Budget Control**
☐ Receive payments (Customers)	☐ Voucher Posting	☐ Budget Setup
☐ Receive payments (Others)	☐ Print Cheques	☐ Budget Periods
☐ Customer Invoices	☐ Banking	☐ Budget Reports
☐ Debit & Credit Memos	☐ Bank Reconcilliation	☐ *Finance Administrator*