



### Application Authorization Student Financial System Data Screens

Name:  NWRDC ID:  Email:

Phone:   New  Discontinue  Copy Same Access As:

**Basic Inquiry to Student Tuition, Financial Aid and Accounts Receivable, Includes:**

- KSMU/KCMU (Main Menu)
- KSCT (Tuition Assessment)
- KSCR (Accounts Receivable)
- KSCF (Financial Aid File)
- KSBH (Account History)

**Cashier System Menu for Processing Payments- KSMU**

- KSCA/KSCB (Cash Drawer Open/Close)
- KSSD (Depositing)
- KSCL (Delayed Delivery/Emergency Loan Disbursal)
- KSSJ (Receipting)

**Financial Aid Disbursements Menu- KAMU (For SFS Staff Use Only)**

- KARB (Award Browse/Display)
- KARH (Aid Disbursement History)
- KARF (Data Entry)
- KARC (Aid Status Update)

**Tuition System Sub-Menu- KUMU**

- KUTD (Tuition Deferment)      **Type (F/A, Admin, Veterans):** \_\_\_\_\_
- KUTW (Tuition Waiver)      **Type (O/S, Matriculation):** \_\_\_\_\_
- KUTB (Tuition Billing)      **Type (Agency, Departmental):** \_\_\_\_\_

**Accounts Receivable Menu- KEMU**

- KEAB (Browse Charge/Adjustments)
- KEAF (Charge Update/Release)
- KEAC (Charge Input)\*
  - o **List Budgets- From:** \_\_\_\_\_ **To:** \_\_\_\_\_
  - o **From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Miscellaneous**

- KJMU (Online Job Submission)
- KRMU (Reconciliations)
- KEOR (Financial Override- Requires Separate Contract with SFS)
- KPDN (Notepad) **For:**  KSCT (Tuition)       KSCF (Financial Aid)

**Justification for Access:**

Supervisor Name (Print)

Supervisor Signature

Date

Supervisor Email



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### Instructions:

**User ID-** This is your NWRDC ID (ex: FSE123), this is a required field.

**"Copy Same Access As"**- Current access can be copied from one employee to another if they will be performing the same duties. Check the box and provide an FSU ID to copy.

**"Basic Inquiry"**- Access will allow view of the basic Student Financial Services data screens.

**"Processing Payments: KSMU"**- Access is given to cash collection sites only.

**"Financial Aid Disbursements: KAMU"**- Access is limited to Student Financial Services and Office of Financial Aid.

**"Tuition System Sub-Menu: Waivers"** -Access is restricted to Student Financial Services, Graduate Studies, and a few other select offices. Tuition waivers are budgeted by the Office of the Provost and must be tracked and reconciled by the person entering them. The Office of Graduate Studies approves all requests for Graduate waiver access.

**"Deferments"**- Access is limited to Student Financial Services and Office of Financial Aid.

**"Billing"**- Access is limited to Student Financial Services.

**"Accounts Receivable Menu"**- Access is limited to offices performing departmental charges. Access may require approval from the manager of the Accounts Receivable department. Justification is required for this access. Budget accounts must be provided.

**"Miscellaneous"**- Other requested access.

### Supervisor Signature is Required for ALL Access.

**To Request a New User ID:** Go to <http://www.ais.fsu.edu/logins.html#2> scroll to the top of page and select #1 in first box. Complete and fax both forms to the number listed at the top of the form.