

Colleague Financials

Wesleyan Information Network (WIN: Ellucian Colleague) Application Access Request Form

IMPORTANT: Only select those accounts the user should have access to at the time this document is submitted. Keep in mind that the user's access will always reflect the most recent form received by the Information Technology department.

Date: _____

Employee Name: _____

Employee ID: _____

Department: _____

Position: _____

Is this person replacing
another employee?

☐ Yes ☐ No

If Yes, provide previous employee's name:

Select only one:

To view the budget in RamLink with no ability to
create or approve requisitions.

BUD.VIEW ☒

To approve requisitions in Colleague and view the
budget in RamLink.

BUD.MGR ☐

To access and input Annual Budget amounts
during the annual budget cycle (typically Deans
and above.)

BUD.ANNUAL ☐

To create requisitions in Colleague and view the
budget in RamLink.

REQ.INIT ☐

6 digit department code(s)

Access to salary lines?

Yes ☐

No ☒

Supervisor Name: _____

Supervisor Signature: _____

Date: _____

Module Custodian Name: Deborah Cavitt

Title: Purchasing Director

Module Custodian Signature: _____

Date: _____

IT Use
Only

Technical Specialist: _____

Date Completed: _____

Print Form