

**University of Maryland Baltimore
Center for Information Technology Services
Instructions for Completing the
eUMB User Authorization Form and System Access Agreement**

Before beginning, please note:

There are two versions of the eUMB User Authorization Form and System Access Agreement (Employee and Affiliate). The Affiliate form should be used if the user will need to access eUMB but is not an employee of the University of Maryland.

1. Check boxes

- Indicate if this is a new user, a change for an existing user, or deleting access for an existing user.

2. User Information

- Complete the requested sections

3. Departments to be Accessed

- Indicate by eUMB Department number the department(s) to be accessed. If an individual will no longer have access to a given department, indicate so in *Remove Access*.

4. Department Roles

- *Assign Roles*
 - Indicate the new roles are to be assigned to an individual by checking the appropriate box. Existing roles for the individual will not change.
- *Remove Role*
 - Indicate the existing roles that are to be removed by checking the appropriate box.
- *Commitment Accounting Department*
 - Identify the eUMB department number for which the Commitment Accounting Roles will be performed.

5. Comments

- Make comments as needed

6. Employing Unit

- Complete and sign. Signature should be the Department Chair or unit Director who has the fiscal authority for the department.

7. User Signature

- Complete and sign. Not required if department administrator is deleting the user from the system.

8. Submitting Form

- The completed form should be sent to the CITS Assistance and Service Center (ASC) in the HS/HSL, Room LL06. The ASC will contact the new user to pick up their user ID and password. The ASC will contact the Department Administrator when changes or deletions have been completed.