

Maintain iLab Form Procedures

- InfoScope/Departments/Controller's Office/Financial Accounting & Reporting/Oracle System Administration/Oracle Department Security Form

The screenshot shows the InfoScope website interface. At the top, there is a navigation bar with 'PEOPLE', 'DEPARTMENTS', 'A-Z DIRECTORY', and 'JUMP STARTS'. Below this is a breadcrumb trail: 'FINANCE & ADMIN > FINANCIAL ACCOUNTING & REPORTING > ORACLE SYSTEM ADMINISTRATION'. The main content area is titled 'Oracle System Administration'. It includes a list of links for Oracle (Pii) such as 'Discoverer' and 'Oracle (Pii)'. There is a section for 'System Administration' with a warning that before access for Imaging, Accounts Payable, General Ledger, Grants, Purchasing, Discoverer or ePASS can be approved, the following documentation needs to be completed. This section lists three items: 'Oracle Department Security Form', 'Oracle Security Form - Finance Office', and 'Imaging Security Form'. The 'Oracle Department Security Form' link is highlighted with a red box. Below this, there is a section for 'Oracle Documentation' with a link to 'Update Oracle Out-of-Office Rule (PDF)'. On the left side, there is a sidebar menu with categories like 'Financial Accounting & Reporting', 'GRID ADMINISTRATION', 'ORACLE END-USER TRAINING', 'POLICIES & PROCEDURES', 'ONLINE FORMS', 'FINANCIAL REPORTS', 'ORACLE SYSTEM ADMINISTRATION', 'Imaging Security Form', 'Oracle Department Security Form', 'Oracle Documentation', 'Oracle Security Form - Finance Office', 'FAQS', 'RESOURCES AND LINKS', 'CONTACT US', and 'SITE MAP'.

- Fill out the necessary fields on the form, and then Select 'YES' for MCW iLab End-User Entry

Please check applicable applications:

AP

Not Applicable (MCW Payables End-User Inquiry Only)

FA

Not Applicable (MCW Fixed Assets End-User Inquiry Only)

GM

Not Applicable (MCW Grants End-User Inquiry Only)

GL

Not Applicable (MCW General Ledger End-User Inquiry Only)

YES (MCW iLab End-User Entry)

GRID

Not Applicable (MCW GRID End-User Inquiry Only)

