		– or – Choose Revised Access to replace current access
2	AU or Level*	List the Level or AU and Description x Level 1 – Division (2 digits) x Level 2 – VP/School (3 digits) x Level 3 – Program/Area (3 digits) x Level 4 – Department (4 digits) x Accounting unit (6 digits)
3	AU Types	For Level access, select the AU Types that the user will need to access. For a det list, please refer to the GL Structure definitions
4	Authorized Users	List the UVID

8	Authorization	List the name of the person who is submitting the form and the department approver or person authorized to approve the request. For Sponsored Program Accounting Units, this form must be personally endorsed by the Principal Investigator.
9	Submit form	Click on the email button in the upper right corner to send the PDF file as an attachment to FinancialSystems@luc.edu. Grntcon@luc.edu should be included on any requests for Signature Authority on Sponsored Program Accounting Units.
		Please remember to copy the Approver on the email request.
		Note: Scanned forms or forms printed to PDF will be returned to the sender for resubmission.