



# KFS Access Request

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If you are a new University of Maryland employee and require access to KFS, or you have recently changed organizations at UMD you will need to process the **KFS Access Request** form. The completion of the KFS Access document provides the ability for users to initiate KFS documents.

**Note:** Do not complete this form if you have KFS Access and need additional or modified access to KFS or access to KFS Reports.

Step	Action
1.	Completely fill out the Document Overview Section. <b>Note:</b> In the Description field please include the First Initial and Last Name.
2.	Click on the magnifying glass to populate the employee's information in the User Details section.
3.	Review Statement of Understanding and signify your agreement checking the box. <b>This is required.</b>
4.	Save and Submit KFS Access Security Request document.  Once approved you will receive a confirmation email.