



PLEASE READ CAREFULLY:

A request to add, modify or remove a GL Mart CDS Group requires signed approval from two persons: the requestor's supervisor and the Responsibility Center (RC) Financial Data Approver.

Instructions for completing this form:

University employees may request the addition, modification or removal of a GL Mart CDS Group by filling out the **GL Mart CDS Group Request Form**, getting their supervisor's approval and signature, and submitting the form to their Responsibility Center Financial Data Approver for processing.

The requestor will be contacted by CSSD Security when the request is completed.

Please note that if a request is made for a GL Mart CDS Group outside of the requestor's Responsibility Center, the appropriate RC Financial Data Approver will need to approve the request.

The GL Mart CDS Group Request Form, and other relevant documents, including a list of RC Financial Data Approvers can be found on the my.pitt.edu web portal under the University Information Portal Community.

If you have any questions, please contact the CSSD Technology Help Desk at 412 624-**HELP [4357]**.

Description of the GL Mart CDS Group Request Form Fields: Fields to be completed by the Requestor and/or Supervisor, (please remember to print clearly in your responses to items 1 through 8)

1. **Requestor Name:** last, first, and middle name of requestor.
2. **Requestor Username:** the requestor's username for accessing my.pitt.edu (Central Directory Service username)
3. **Supervisor Name:** last, first, and middle name of the requestor's supervisor.
4. **RC Financial Data Approver Name:** last, first, and middle name of the requestor's RC Financial Data Approver.
5. **GL Mart CDS Group Name:** Enter the name of the GL Mart CDS group in the format of: BI – GL-**xxxx-yyy** where **xxxx** denotes the abbreviation used in the GL Mart for the RC (for example, AS for Arts and Sciences, Med for School of Medicine, etc.) **yyy** denotes department/group abbreviated title (for example, WorldHistCtr for World History Center, CardiovasInst for Cardiovascular Institute, etc.)



- a. Check the Add box if you are creating a new GL Mart CDS group. Also, enter the name you would like to use for the GL Mart CDS group. If you're not sure as to the appropriate RC abbreviation, contact your RC Financial Data Approver for details. (A list of existing GL Mart CDS groups is available on the University Information Portal.)
Note: *The department/group abbreviated title is to be designed at your discretion.*
or
 - b. Check the Modify box if you wish to change the entities or reports for an existing GL Mart CDS group.
or
 - c. Check the Remove box if you wish to remove an existing GL Mart CDS group.
6. **Department(s) in GL Mart CDS Group:** List all department(s) and
- a. Check the Add box if you are requesting a new GL Mart CDS group.
or
 - b. Check the Modify box if you wish to add departments to an existing GL Mart CDS group.
or
 - c. Check the Remove box if you wish to remove departments from an existing GL Mart CDS group.
7. **Role for GL Mart CDS Group:** check the box associated with the appropriate role for your group (roles provide the ability to view different groupings of entities for your GL Mart CDS group). Be sure to select only one role on your request form:
- a. Business Administration: BSN ADM (all entities)
or
 - b. Operating: OPR (02, 03, 06) or Other operating: list entities
or
 - c. Restricted: RST (04, 09, no RDF) or Other restricted: list entities
or
 - d. Grant: GRANT (05 and RDF) or Other grant: list entities
8. **Reports for Roles:** check the box(es) associated with the reports you wish to have provided to or you wish to have deleted from your GL Mart CDS Group.
Note: *you may select more than one report.*
9. **Fields to be completed by the Requestor, Supervisor and RC Financial Data Approver:**
- a. Requestor Signature;
 - b. Supervisor signature;
 - c. RC Financial Data Approver Signature.

Upon review, the **Financial Data Approver** will then submit the form to the **University's Financial Data Steward, Peter L. DeNardis** in **Room 1911 Cathedral of Learning** or to pld7@pitt.edu for further processing.