

# USF Controller's Office FAST Security Role Access

## **Philosophy:**

In accordance with effective internal control procedures, established accounting processes, University

regulations and to establish clear separation of duties, the following guidelines are applied to help

review and approval of FAST Security Role Access

by: -By e-mail to the FAST Security Request including your personal information and the roles you need.

\*Have your accountable officer (AO) approve the form (approver must be an actual employee; do not send the completed form from their USF email account). Note: The request must be approved by an accountable officer designee; only the actual accountable officer can approve the request.

\*The request form will be reviewed/approved by representative of the department associated with the requested roles, then forwarded to IT Security.

## **Resources**

Find the FAST Security Access request form on the [UCO web site](#).