Overview
The “System User Role” document is used to add new users to IU KFS or terminate user access. It is also used to modify existing user’s access. The document can be initiated by any IU user, and routes to an IU KFS user group for final approval. It can be found in the “Chart of Accounts” module of the “KFS Modules” tab.

Accessing the User Role Document
To access the System User Role document, you must first do a lookup for the user. Under the “Chart of Accounts” module in KFS, you will only have ability to do a System User Role lookup:

Enter the principal name of the individual that you need to add, update, or remove and search to see their current status:
Once you have identified the correct principal name, click the **edit** link in the corresponding row to access the System User Role document.
**Person Tab**
The “Person” tab is unique to the User Role document and enables the initiator to specify whether or not the person should be an active KFS user. Active users will have the “KFS User?” box checked.

**Role Assignments Tab**
The “Role Assignments” tab is unique to the User Role document and enables the initiator to specify what type of IU KFS access the user should have. Additional access is requested by selecting the available boxes labeled “Journal Voucher User,” “Labor Journal Voucher User,” “Blanket Approver.” Special approval from FMS must be obtained before access to Journal Vouchers, Labor Journal Vouchers and Blanket Approver roles will be granted.
Process Overview

Business Rules
- Any current FIS user can initiate a User Role document.
- User Role document routes to FMS User Group for final review and approval.
- Once approved, the new user has immediate access to IU KFS.

Routing
After a User Role document is submitted, it routes to the employee’s fiscal officer, unless the Fiscal Officer submitted the document in the first place. The document then might go through an organization hierarchy review. It then routes to the FMS User Workgroup. Once the document is fully approved, the new user is able to access IU KFS immediately.

Initiating a User Role Document
1. Log into One.IU as necessary.
2. Search for “All Financial Services” and click All Financial Services tile in the search results. Under “Chart of Accounts” module, select System User Role Lookup.
3. The User Role Lookup screen appears.
4. Enter the network ID of the person to be added. Otherwise, click the magnifying glass to lookup the user.
5. Click search.
6. Select the person you would like to edit by clicking the edit button.
7. Click the radio buttons for the type of access you would like the new user to have.
8. Click submit.

Example
A new user needs to be added to KFS. Click the create button to open the System User Role document. Enter the network ID of the person you would like to add and click search.
Click “edit” to add a new user or modify the access of a current user. If the new user is an affiliate, an affiliate indicator will appear.

Click the **KFS user** checkbox to request that they be activated and select those functions you would like the new user to be able to perform. In most cases, new users will only require the KFS User role as shown below.
Click submit.