

UNIVERSITY  
OF  
CALIFORNIA

**UCOP Corporate Systems Access Request (Non-UCOP Users)**

Individuals who use University of California electronic information resources must sign a [user agreement \(PDF\)](#) as a condition of access to those resources indicating that they have read, understand, and accept the statements in the document and that they agree to comply with applicable policies and laws governing the use of electronic information resources and the protection of data privacy.

**PERSON REQUESTING ACCESS:**

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Campus: \_\_\_\_\_ Phone: \_\_\_\_\_  
Department: \_\_\_\_\_  
User Type:  Employee  Contractor  Other  
Assignment End Date (for non-employees): \_\_\_\_\_

**PERSON AUTHORIZING ACCESS:**

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SYSTEM ACCESS BEING REQUESTED:**

For access to CSS (Corp Student Sys) & CGX/SPX (Contracts and Grants), please contact [data.services@ucop.edu](mailto:data.services@ucop.edu)

- Budget – Corporate Budget Reports
- Budget – Operational System Edit Reports
- Depreciation Reports - DPR
- Equipment and Facilities – EFA
- Financial Journal Entry - FJE
- Financial – General – CFS
- Consolidated Reports – CFR
- Interlocation Transfer of Funds – ITF
- Personnel – CPS
- Staffing – Corporate Staffing Reports
- Staffing – Operational System Edit Reports
- ULO - Useful Life Overrides

This **completed form** and [User Agreement \(PDF\)](#) should be sent via email attachment to [dwcshelp@ucop.edu](mailto:dwcshelp@ucop.edu)