

INFORMATION + TECHNOLOGY SERVICES

REQUEST FOR ACCESS TO THE AMS SYSTEM – DIVISIONAL MROL

My Research on Line for PI, PM & Business Officers

CONFIDENTIAL when completed

Current Date _____ 20_____

INSTRUCTIONS

- i. Print clearly.
- ii. Complete all applicable sections.
- iii. Keep a copy of this form for your records.

AMS SYSTEM ACCESS FOR MY RESEARCH ON LINE REQUESTS –
EMAIL TO:access.easi@utoronto.ca

Section 1: Complete the following information to identify yourself.

Check one: Setup new account Add/Delete PI Fund Centre(s)

AMS User ID:

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 Personnel No. _____

Applicant Last name (Please print): *First name:* *Initial:* *Phone No.*

Faculty/Division *Department* *Email*

Please indicate your role : PI Business Officer *Project Manager

***For Project Manager -- please print PI first and last name and Personnel No.**
PI Name _____ PI Personnel No. _____

Section 2: Fund Centre -- Enter the PI commitment fund centre(s) and mark for addition or deletion.

Commitment Fund Centre Number	Description	Addition	Deletion

Section 3: Contact Person. Form must contain department contact person or Business Officer info.

Person to contact (Please print) *Title* *Phone No.*

E-Mail address

Authorization Signature

SECTION 4: SIGNATURE
For PI or Business Officer role, form must include Department Head's signature of approval.
For Project Manager/Assistant role, form must include PI's signature of approval.

Applicant signature *Date*

PI or Department Head's Name (Please print) *Title of PI/ Department Head* *Univ. Tel.#*

PI or Department Head's Signature *Date*