

Hawaii Community College Kualii Financial System Access Request Form

For access into the Kualii Financial System (KFS), your supervisor (Chancellor/Vice Chancellor/Dean or Director) must approve this form. Other information needed to request KFS access:

1. Name of employee: _____
2. UH Number: _____
3. UH Username: _____
4. Department: _____
5. Campus Address: _____
City: _____ State: _____ Zip Code: _____
6. Campus Telephone Number: _____
7. Employment Type: Regular ☐ Student ☐ Casual ☐ Other ☐
8. Position Title: _____
9. Effective date/Start date (if applicable): _____
10. You must complete the mandatory General Confidentiality Notice annually online:
<https://www.hawaii.edu/its/acer/?page=home>
11. You must complete all 5 Modules of SYS Information Security Awareness V1 Training (ISAT)
<https://www.hawaii.edu/infosec/training/> this is also mandatory per AP 2.215:
<https://www.hawaii.edu/policy/index.php?action=viewPolicy&policySection=ap&policyChapter=2&policyNumber=215&menuView=closed>

Submit completed form to Business Office – we will request KFS access on your behalf.

Chancellor/Vice Chancellor/Dean/ or Director

Date

Verification via UH Identity Management Console

General Confidentiality Notice: Received (date): _____ By: _____

ISAT Completed (date): _____ By: _____