OVERVIEW

This job aid details the process for requesting access to the Cloud Financial Management System (Oracle).

EMAIL ADDRESS LOOK-UP

Before you can request access to the system, you will need to verify your email address via the Rutgers website. The contact information submitted with the Cloud FMS Access Request Form must match the information connected to the requestor’s personnel record.

1. Navigate to www.rutgers.edu
2. Use the search tool in the upper right-hand corner to search for your record in the directory
3. Type the name of the person you would like to locate in the search box
4. Select People from the drop-down menu
5. Click the Search button
6. Verify and notate the email address listed

7. You should repeat this process to verify the email address for your Level 1 approver

If you do not see email information listed or if the information is incorrect:

1. Navigate to netid.rutgers.edu
2. Click on the Manage Email Addresses hyperlink
3. Login with NetId (if prompted)
4. Type your email address in the STAFF field of the Official Rutgers Email Address region
5. Click the Submit Request button
REQUESTING ACCESS

To request access, you will need to complete the Cloud FMS Access Request Form and have the request approved by your approver(s). There are two separate forms, one for the field and one for centralized personnel.

1. Navigate to the Rutgers Portal (my.rutgers.edu)

2. Click the Login button in the upper right-hand corner of the screen

3. Enter NetID and password
4. Click the **Login** button

5. Navigate to the Cornerstone region

6. Click the **Request Access (Cornerstone)** icon

7. Select the **Cloud Financial Management Access Request (Oracle)** hyperlink
8. Select Cornerstone Applications

For Field Personnel:

1. Select the **Cloud Financial Access General Request** tab

2. Select the appropriate role from the **Select Role** drop-down menu
3. To view descriptions click the View Role Definition for General Access Request hyperlink
4. Enter the verified email address for the Level 1 approver

Note: You will receive an error notification after 3-5 seconds indicating if you have made a mistake.

5. Click the View User Agreement for Accessing University Information hyperlink
6. The policy will open in a separate window, once reviewed, close the window.
7. Select the check box to accept the agreement

8. Click the Submit Request button

9. You will receive pop-up notification and an email informing you that your request has been submitted for approval. The approver will also receive an email notification prompting them to approve the request.
For Central Personnel:

1. Select the **Cloud Financial Access Central Request** tab

2. Select the role change type from the **Area to Change** drop-down menu

3. Based on the selection, use the populated drop-down menus to select the appropriate roles

   **Note:** You can remove access by selecting **Delete Access**

10. Enter the verified email address for the Level 1 approver

    **Note:** You will receive an error notification after 3-5 seconds indicating if you have made a mistake.

11. Click the **View User Agreement for Accessing University Information** hyperlink

12. The policy will open in a separate window, once reviewed, close the window.
13. Select the check box to accept the agreement

14. Click the **Submit Request** button

15. You will receive pop-up notification and an email informing you that your request has been submitted for approval. The approver will also receive an email notification prompting them to approve the request.

**CONFIRMING THE STATUS OF YOUR REQUEST**

You will receive an email at each level (1-3) of the request and when the account has been updated.

If your request has stalled, please contact the Financial Management Helpdesk (848) 445-2100 for assistance.