Request Chartfield Access to Reporting Departments for Departmental Metrics or Proposals


2. The fields for NYU NetID and Name will automatically populate. Enter your School or Department under User’s School or Department. The Fiscal Officer will then automatically populate.

3. Under UDW+ University Departmental Metrics (UDM) Access, click on your School. Then click on the Reporting Departments that you would like access to. Hold the Ctrl key to select individual reporting departments, and hold the Shift key to select all.

4. Click in the upper right hand corner to move to the next page.

5. Click in the lower right hand corner.

6. Once your Fiscal Officer approves the request, you will receive a confirmation email and will receive chartfield access to UDW+ University Departmental Metrics (UDM) reporting department within 3 business days.

For additional assistance, please contact FinanceLink at: AskFinanceLink@nyu.edu or 212-998-1111.

* Note: In addition to chartfield access for UDW+ Departmental Metrics Dashboard (UDM), users will need to request UDM reporting access by contacting the Decision Support Group at askdsg@nyu.edu or 212-998-2900, and receiving approval from their Dean.