

Request Chartfield Access to Reporting Departments for Departmental Metrics or Proposals

1. Go to [Chartfield Access Authorization Form](#), located at NYU Home → Work tab → Administrative Systems → Additional Services → **Chartfield Access Authorization Form**.
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.

Chartfield Access Authorization Form

Welcome to the Chartfield Access Form. You can use this form to submit requests for chartfield access and for access to chartfield reporting tools. If you are only requesting access to reporting tools, you may leave the first page of the form blank and click "Next" to continue.

[Reset](#) [Next](#)

User Information

NYU NetID*	af67	Name	Erica Elov	Phone Number	
User's School or Department*	Office of Budget & Plannin	Fiscal Officer	Scott J Harlow		

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.

UDW+ University Departmental Metrics (UDM) Access

Use this section to request access to UDM reporting departments. Please consult with your Fiscal Officer before requesting access.

School	Reporting Department
College of Global Public Health	Basic Science and Craniofacial Biology
Compliance/Risk Mgmt	Biomaterials and Biomimetics
Courant Institute	Bluestone Clinical Research Center
Cross School Programs	Cariology and Comprehensive Care
Dentistry	College of Dentistry
Development and Alumni Relations	Dental Continuing Education
Development and Campaigns	Dental Hygiene
Diversity	Endodontics

4. Click [Next](#) in the upper right hand corner to move to the next page.
5. Click [Submit](#) 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.

