



AGRESSO WEB REPORTING USER FORM

Please Tick

New User	<input type="checkbox"/>	Amend User	<input type="checkbox"/>	Delete User	<input type="checkbox"/>
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Full Name: _____

School/ Service/Institute: _____

Location/ Campus: _____

Extension No: _____

Email Address: _____

User Id: _____

Staff Number: _____

Please detail below the cost centres to be accessed or specific Projects

NB Access cannot be restricted to specific folders within a Project

TRAINING REQUIREMENTS

Authorisation

Head of School/Service/ Institute: _____

Signed : _____

Agresso Enquiries-Tel: 0131 455 6325

E-mail: agressosupport@napier.ac.uk



AGRESSO WEB USER FORM

PAY ACCESS

Please detail below the pay access level that they should be given:

0	No Access	
1	Departmental Remuneration, All Payroll (D,E,I & N)	
2	External & Napier Funded Projects (E & N) only	

Authorisation

Head of School/Service/ Institute: _____

Date: _____

Signed: _____

Finance Use Only

Entered By: _____

Date: _____