



Request for Access to ➤ TouchNet MarketPlace/Gateway

Admin ID:
(to be supplied by CAP)

SECTION 1: User Information	
Name:	Phone No.:
Username:	Box No.:
Brown ID Number: (9 digit from Brown Card)	
Status: <input type="checkbox"/> Staff <input type="checkbox"/> Misc. <input type="checkbox"/> Other <i>(If 'Other', indicate affiliation with Brown, such as 'Contractor')</i>	Expiration Date: <i>(If 'Other' or 'Misc' – MM/DD/YYYY)</i>
Department Name:	Department No.:

SECTION 2: General Information
Please indicate the basis of this request for access to TouchNet by briefly stating what tasks you will need to perform. If more space is needed, please attach supporting documents. If there is an existing user who currently has the access you require, enter their name here:

SECTION 3: Access Information for MarketPlace uStore Account
<input type="checkbox"/> Create a new ID <input type="checkbox"/> Change ID _____ <input type="checkbox"/> Disable ID _____
Environments needed: <input type="checkbox"/> Development <input type="checkbox"/> Production
Set up with the following role(s):
<input type="checkbox"/> Chief Administrator <input type="checkbox"/> Merchant Manager <input type="checkbox"/> Store Contact
<input type="checkbox"/> Administrator <input type="checkbox"/> Store Manager <input type="checkbox"/> Fulfiller with Refund/Cancel Rights
<input type="checkbox"/> Accountant <input type="checkbox"/> Store Clerk <input type="checkbox"/> Fulfiller

SECTION 4: Access Information for TouchNet Payment Gateway Account
<input type="checkbox"/> Create a new ID <input type="checkbox"/> Change ID _____ <input type="checkbox"/> Disable ID _____
Environments needed: <input type="checkbox"/> Development <input type="checkbox"/> Production
Set up with the following role(s):
<input type="checkbox"/> Administrator <input type="checkbox"/> Accountant <input type="checkbox"/> Bursar <input type="checkbox"/> Cashier

SECTION 5: Policy Acceptance

Password Policy has been reviewed and accepted

[see www.brown.edu/cis/policy/password.html]

Requester: I agree to change my password immediately upon entering my new account, and periodically thereafter.

Requester Initials: _____

Acceptable Use Policy has been reviewed and accepted

[see www.brown.edu/cis/policy/aup.html]

Confidentiality Agreement has been signed and filed with Computing Accounts and Password Office.

If No, complete form and send to CAP, CIS, Box 1824 [see CIRT & Security Forms www.brown.edu/Facilities/CIS/Forms/CAA/FormsChart.htm]

SECTION 6: Authorized Signatures

User's

Name / Signature:

Print

Signature

Date

Supervisor's

Name / Signature:

Print

Signature

Date

Department Head's

Name / Signature:

Print

Signature

Date

Financial Services

Name / Signature:

Print

Signature

Date

For official use only:

Username:

Access established on:

____/____/____

by

Notifications sent to Requester :

CAP:

Date:



Directions for Completing the TouchNet Request Form:

Section 1: Identification of User

The following are required fields. PLEASE complete them all.

Name	Please PRINT the user's name, middle initial (if one exists), and last name. If an external FTP user (completed E07 form) please provide company name.
Phone No.	Enter your internal Brown phone extension or complete external phone number.
Username	This is the logon ID whose access is being requested. (e.g. jsmith)
Box No.	Please include your Brown box number.
Brown ID Number	This is the nine digit number listed on your Brown ID (NOT your social security number).
Status	Check box that describes the relationship of the user to Brown. If "Misc" or "Other", please indicate the user's status within the University, such as "Contractor".
Expiration Date	If 'Misc' or 'Other', you must enter the last day of your assignment at Brown.
Dept. Name	Include the official name of your department.
Dept. No.	Use your FRP/HRS five-digit departmental number.

Section 2: General Information

Describe what you'll be doing with the requested access. Please be sure to complete this information in order that access can be approved.

Section 3: Access Information for MarketPlace uStore Account

Select create, change, or disable to reflect the action the user needs taken.

Descriptions of Access Roles:

- Chief Administrator
 - Adds new Administrators and other Chief Administrators
 - Adds and manages Marketplace-level users (Merchant Managers and Accountants)
 - Sets up Marketplace-level features
 - Adds new merchants
 - Reviews financial reports

- Administrator
 - Adds and manages Marketplace-level users (Merchant Managers and Accountants)
 - Sets up Marketplace-level features
 - Adds new merchants
 - Reviews financial reports

- Accountant
 - Reviews Marketplace financial report

- Merchant Manager
 - Adds Store Manager or uPay manager
 - Adds a store or uPay site
 - Changes merchant settings
 - Reviews financial reports

- Store Manager
 - Sets up and manages online store
 - Adds/edits fulfillers, store clerks, and store contacts

-
- Adds/edits categories, products, images, groups, and payment methods
 - Disables products
 - Creates promotions
 - Reviews reports
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- uPay Site Manager
- Sets up uPay site features
 - Refunds payments as needed
 - Cancels payment installments as needed
 - Reviews uPay site reports

Section 4: Access Information for TouchNet Payment Gateway Account

Select Create, Change, or Disable to reflect the action the user needs taken.

Descriptions of Access Roles:

- | | |
|---------------|---|
| Administrator | <ul style="list-style-type: none"> ▪ An administrator can view and change configuration, add Operations Center users, edit user roles, and assign users access to merchant accounts. ▪ If licensed for ACH processing, the administrator can also change ACH configuration. |
| Accountant | <ul style="list-style-type: none"> ▪ An accountant for credit card processing can review all credit card merchant reports. ▪ An accountant for ACH processing can review all ACH reports. |
| Bursar | <ul style="list-style-type: none"> ▪ A bursar for a credit card merchant can process credits and single authorizations, settle batches, and remove payment transactions from batches. ▪ A bursar for an ACH merchant can generate ACH files, mark ACH files as settled, remove payment transactions from ACH files, and delete ACH files. This bursar can also mark payments as rejected and reinitiate payments. |
| Cashier | <ul style="list-style-type: none"> ▪ A cashier for a credit card merchant can process credits and single authorizations. ▪ A cashier for an ACH merchant can view transaction details, mark payments as rejected, and reinitiate payments. |

Section 5: Policy Acceptance

All members of the Brown community who use its computing and network services are obligated to be familiar with those policies regulating their access and use. This is especially true for those handling sensitive and/or confidential information. Indicate in the provided spaces that you have reviewed and agree to the listed policies. If Confidentiality Agreement Form has not been completed, download form (see CIRT & Security Forms www.brown.edu/Facilities/CIS/Forms/CAA/FormsChart.htm) and send completed form to CAP, CIS, Box 1824.

Section 6: Authorized Signatures

The person requesting this account and his/her supervisor should sign and date this form. A second application owner is needed when requesting Sponsored Projects/FR. **All signatures must be original and in ink.** The form should be sent Application Owners specified on Authorized Signature List <http://www.brown.edu/Facilities/CIS/Forms/CAA/FormAuthSig.pdf> then send directly to: CAP, CIS, Box 1824 upon completion for set up of the account.

Please allow three or four business days from the time the form is received by the office of Computing Accounts & Passwords for the account request to be processed.

Questions?

If you have questions about filling out this form, direct them to the CAP at x3-HELP (on campus), 401.863.HELP (off-campus) or reach us by e-mail at CAP@brown.edu.