



SACRAMENTO STATE
THE UNIVERSITY FOUNDATION AT SACRAMENTO STATE

6000 J Street
Sacramento, CA 95819-6111
(916) 278-7565 • (916) 278-4886 FAX
www.enterprises.csus.edu/uf

Requestor to provide: (1-6 are required items)

1. Full name (first and last)
2. Title/position
3. Department name
4. Work phone number
5. Type of Access Requested: (University Foundation at Sacramento State GL Reporting)
6. Email address
7. Your preferred User ID (optional, see below)

Email the above information to you Manager/Supervisor requesting approval and instruct your Manager/Supervisor to forward your request with his/her approval to ufss@csus.edu.

Manager/Supervisor to provide:

1. State that you authorize the Requestor access to the University Foundation at Sacramento State GL Reporting.
2. Include your name, title and phone number.

Forward the email with all information (Requestor and Authorization) to ufss@csus.edu.

User ID Guidelines

- Must be 4 to 8 characters in length.
- Contain only letters (A-Z or numbers 0-9). There is no difference between upper and lower case (i.e. b is the same as B).
- No spaces or special characters
- You may use your CMS id, if you prefer or create a different ID.

A new User ID will be created, using your preference if at all possible.

The Requestor will receive an email confirming the User ID with instructions on how to access Desktop.