This how-to sheet outlines the steps required to:

- Remove your own access to a funding source (e.g. 100000-498-1300).

**Why would you remove request access?**

- You no longer require access to the funding source (e.g. You have accepted a new position within the University).

**IMPORTANT NOTE for OWNERS:**

- If you are an OWNER, changes to ownership must be requested through
  - Financial Services (financial.services@carleton.ca) for operating and special purpose funding sources
  - Research Accounting (accounting@carleton.ca) for research and internally restricted funding sources
- OWNERS are defined as a position or individual with ultimate authority over the funding source and power to delegate financial approval authority.

If you are removing someone else’s access to a funding source, refer to how-to-sheet #8.

**STEPS**

1. Once you have accessed FAAM, click on the ‘View My Access’ link.
Find the funding source that you want to remove access to. The funding source is represented by a short code called an index.

**How is the index short code determined?**
- Departmental indexes are made up “D” + ORGN (e.g. D016 – French)
- Ancillary Indexes are made up “A”+ ORGN (e.g. A640 – Parking)
- Research and other internally restricted indexes are equal to the FUND (e.g. 555555)

Click on the trash can icon located at the end of the row.

A confirmation warming window will appear.

a. Choose the date (i.e. current or future) that access will expire.
b. Click on the ‘Confirm’ button.

To make an Owner or individual aware of changes in their access, a notification generated by the system will be sent to them via email.

**Need help?** Email financial.systems@carleton.ca, include your Carleton ID.

**What Next?** A notification, generated by the system, will be sent to the Owner via email to make them aware of the changes.