This how-to sheet outlines the steps required to:

- Remove someone else’s access to a funding source (e.g. 100000-498-1300).

Why would you remove request access?

- You no longer want an individual to have access to a funding source that you have ownership of.

IMPORTANT NOTE regarding WHO can remove access to a funding source:

- OWNERS can remove someone else’s access to a funding source, or
- The individual to whom access was granted can remove it when no longer needed.

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 your own access to a funding source, refer to how-to-sheet #4.

**STEPS**

1. Once you have accessed FAAM, click on the ‘Financial Ownership and Notification Options’ link.
2 Select the funding source to which you are removing access. 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)

Choose the index from the list under the ‘Direct Ownership’ header.

3 You will see a list of every individual who has access to the index, organized by levels of access (i.e. Owners, Financial Approval Authorities, or Other).

Find the individual and click on 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 individual via email to make them aware of the changes.