



How to add or remove Role 6 CAM Processors

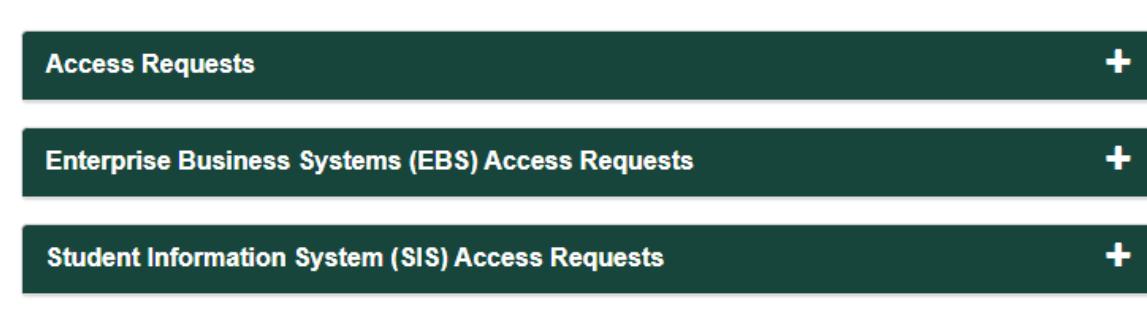
Overview: This tutorial provides instructions for unit personnel on how to submit a request through TeamDynamix to add or remove the Role 6 CAM Processor role in KFS.

1. To request access, go to tdx.msu.edu and select the **Access Request (TeamDynamix)** form.

Forms

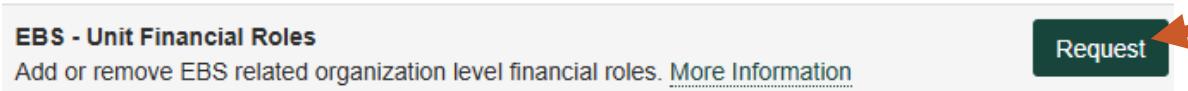
- [Annual Asset Inventory Certification](#)
- [Consignment/Non-Cash Gift](#)
- [Access Request \(TeamDynamix\)](#)
- [More CAM Forms](#)

2. On the Access Management site, click the “+” icon for the **Enterprise Business (EBS) Access Request**.



- Access Requests** +
- Enterprise Business Systems (EBS) Access Requests** +
- Student Information System (SIS) Access Requests** +

3. Select the **Request** button for the EBS – Unit Financial Roles form.



EBS - Unit Financial Roles
Add or remove EBS related organization level financial roles. [More Information](#)

Request

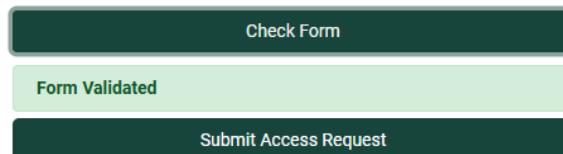
4. Complete all required fields, including selecting **Add or Remove** (as appropriate) for the **Organization CAM Processor** role dropdown.



No Action	Organization CAM Processor
No Action	Finance View Only

No Action	Organization CAM Processor
Add	Finance View Only
Remove	

5. **Check** the form for completion and **submit** the request.



Check Form

Form Validated

Submit Access Request