



CASHNet Department Form

Please select from the following:

- Add new user
Item Code
Existing Accounts

Add New User

CSM Department: ext:
First Name: Last Name:
Banner User ID: E-mail:
Supervisor's Approval: Date:

Item Code ("Easy Key")

ADD: (for multiple Item Codes, please attach a separate list with the Description and FOAP or Index-Acct)

Description:
FOAP or Index-Acct

REMOVE:

Description:
FOAP or Index-Acct:

Item Code Edit

CASHNet Item Code Label:
New Description (if applicable)
New FOAP or Index-Acct(if applicable)

Unlock/Password Reset on Existing Account

CASHNet User ID:
Ext:

**Please submit form to Bursar when completed.
**Please allow 3-5 business days for processing.
**All passwords will be provided via telephone.