EAS Access

The [Enterprise Accounting System (EAS)](#) is the system that accounts for the University's financial transactions, processes requests for purchases, and allows users to manage the financial aspects of their sponsored research.

Access to EAS is requested using the "Request for EAS Access/Existing Access Changes" form found at the following link:

https://saig.gwu.edu/sites/g/files/zaxdzs1301/f/downloads/Enterprise%20Accounting%20System%20Access%20Form%20(EAS)_0.pdf

Complete section One of the form.

Sign as the requestor.

Have your department head sign.

Email the form to your finance contact.

Your finance contact will review the form, complete (if applicable) the "Oracle Applications Requisition Approval Workflow Roles" on page 3, and forward the form on to Financial Systems Security for processing.

You will receive a welcome email when the request has been processed providing you with your EAS access restrictions (your access approvers are copied on this email) and a second email with your login credentials.

In some cases, EAS access is provided prior to your assignment to Grants roles, and the person holding the Research Service Coordinator role for your grant is copied on this e-mail as a notification for him/her to assign you to the appropriate Grants roles.