

## **Marshall University Research Corporation Informational Reports Distribution System Privilege Request Form – Instructions**

This web-based report information delivery system requires you to log-in using your MUNet username & password.

Because of the sensitive nature of payroll information, **access will only be granted upon receipt of an original access form with Principal Investigator's signature.** (The form allows you to list multiple funds for access, but please note that you must have a separate form for each PI, as an original PI signature is required.)

Return the completed form to Jennifer Wood at MURC.

When your access is set-up, you will receive a notification email that includes instructions for accessing the system.

**Marshall University Research Corporation  
Informational Report Distribution System  
Privilege Request Form**

Name:

Phone #:

MUNet Username:

**Report Access Request**

Fund   Payroll/Benefits Reports  P'Card Reports

Fund   Payroll/Benefits Reports  P'Card Reports

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Fund   Payroll/Benefits Reports  P'Card Reports

Fund   Payroll/Benefits Reports  P'Card Reports

*Attach a listing (if needed) for additional funds*

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Investigator (please print):

Principal Investigator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_