# Access to College Budgets and PIP Database

Complete this form and email it to [kleitsca@durhamtech.edu](mailto:kleitsca@durhamtech.edu) when requesting access to a College-unit budget in Colleague (WebAdvisor) and access to the College’s Planning, Implementation, and Progress (PIP) and Budgeting Entry System (BEST) databases.

The email **must** be sent to Andy Kleitsch by the appropriate **division head**.

Department Name: Enter department name.

Department Budget Code: Enter department budget code.

Name of Employee Receiving Access: Enter name of person responsible for the budget.

Is this employee a new user or an additional user? Choose an item.

Select the role assignment for the employee. Choose an item.

WebAdvisor Employee ID (as it appears on ID badge of the employee receiving access):

Enter the Employee ID of the person receiving access.

Division Head: Enter the name of the division head.

## Contacts

Budget Access – Andy Kleitsch, ext. 1016

PIP/BEST Access – Keitcha Royal, ext. 2802

## Process Workflow

* Please allow 1-3 business days for processing.
* Request processed by the Business Office ([kleitsca@durhamtech.edu](mailto:kleitsca@durhamtech.edu))
* Business Office forwards to REAP to add to PIP/BEST and Planners distribution list (royalk@durhamtech.edu)
* REAP notifies user that access is granted and to set up training for using the system.