Greetings from Budgets, Planning and Analysis

The budget office has been preparing for the FY2019 budget process. The following information will be helpful to you to ensure you create a successful budget.

- Hyperion training begins Monday, January 29th and will run through Friday, March 2nd. (training information will be sent from Business Technology Services)
  - Budget Managers and Admins who do not have access need to request access
    - ServiceNow ticket request (https://uta.service-now.com/selfservice)
    - NetID, Department numbers, and Cost Center numbers will be needed on the request
    - Passwords remain the same as entered for the FY2018 budget process. If you do not remember your password, request a reset through ServiceNow.
  - All users are required to attend training in order to have access to the production system opening Monday, March 12th
    - Users who do not attend training will have view access only
- Budget Process Calendar is included with this communication
- Budget Resources is included with this communication

Additional information from Budgets, Planning and Analysis will be forthcoming prior to March 12th

January 23, 2018