

Requesting Access to Cal Answers Financials in Cal Access

Step 1) Go to <https://idc.berkeley.edu/ca>

Step 2) Click “Initiate New Request”

My CalAccess Dashboard

Initiate New Request

Step 3) Select “Cal Answers Finance”

Initiate New Access Request

Identify the application for which you are requesting access.

For which application are you requesting access?

Choose Application

Choose Application

Cal Answers Finance

Step 4) Select the “Finance” role and state your business reason for needing access

Roles

Role	Type of Access
Choose a role	
Choose a role	
Finance	
Further information	

What is your business need for requesting Cal Answers Finance? (Required)

Submit < Back to Dashboard

Step 5) Verify your manager and submit. You are done! Your request is awaiting approval by the manager indicated and the [Divisional Finance Leader](#) of your unit.

Manager for

Name	
Email	
Primary Department	
All Departments	

Is the above listed person your manager?

Yes

No

Submit

Note that if the person listed is not your manager, you will need to have HCM corrected before you can request access.