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

<table>
<thead>
<tr>
<th>Role</th>
<th>Type of Access</th>
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<tbody>
<tr>
<td>Choose a role</td>
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<td>Choose a role</td>
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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.

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