Requesting Access to Cal Answers Financials in Cal Access

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

Step 2) Click “Initiate New Request”

Step 3) Select “Use Advanced Form”

Step 4) Select “Cal Answers Finance” and the options below:

Continue  Back to Dashboard
Step 5) Select the “Finance” role and state your business reason for needing access

Step 6) Verify the 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.