

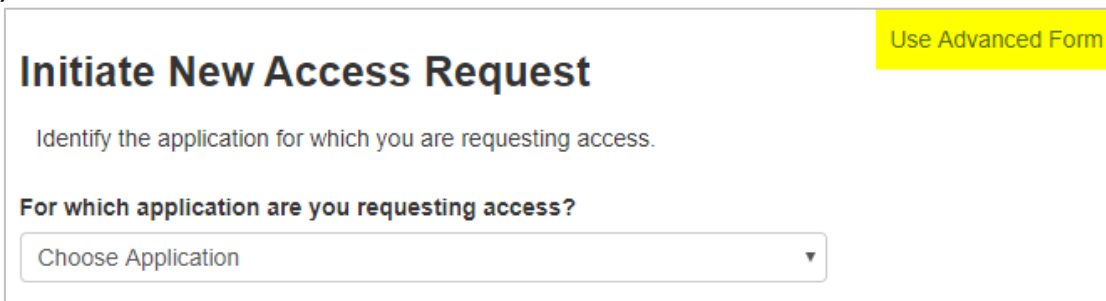
Requesting Access to Cal Answers Financials in Cal Access

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

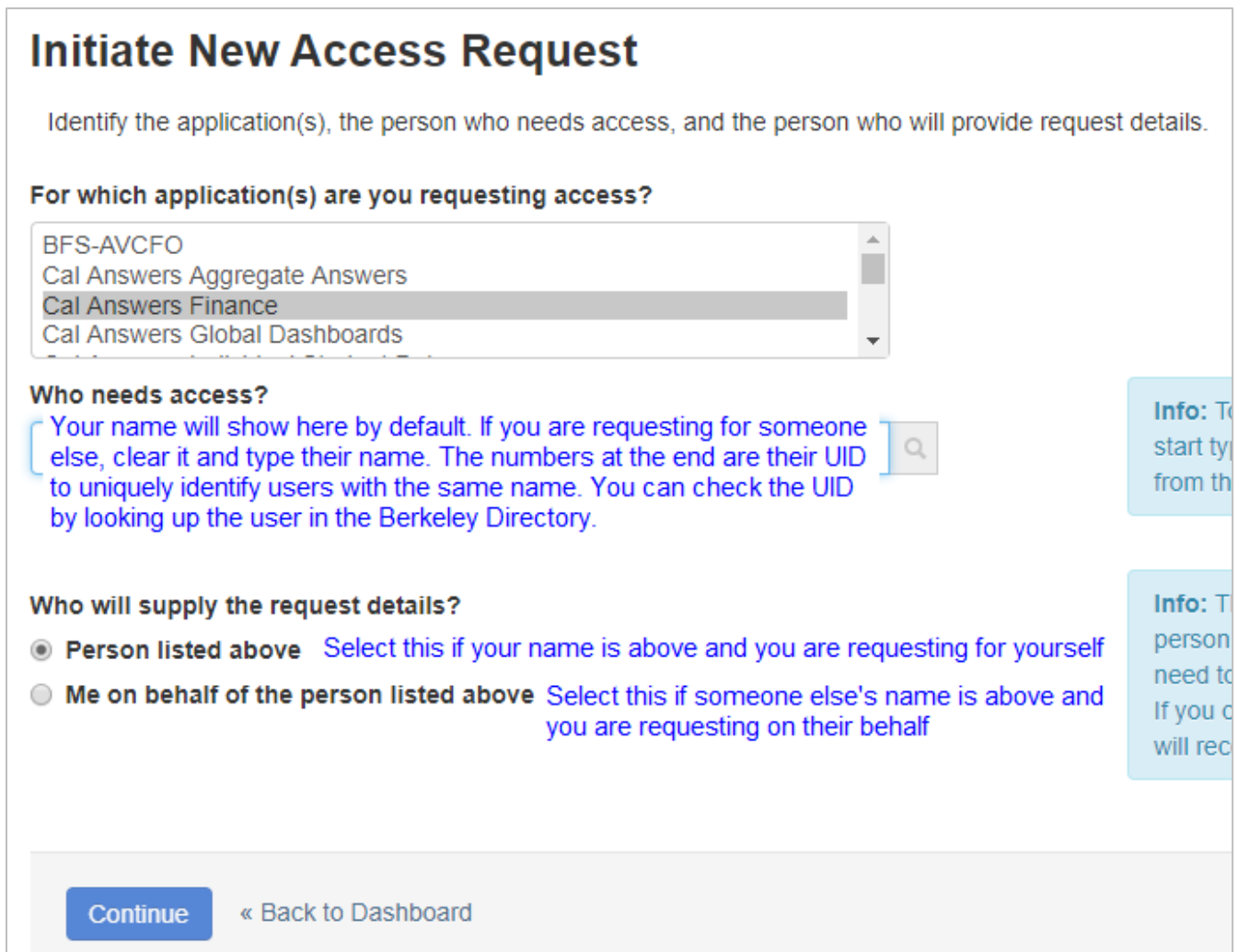
Step 2) Click “Initiate New Request”



Step 3) Select “Use Advanced Form”



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



Step 5) 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)

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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.

Manager for

Name	
Email	
Primary Department	
All Departments	

Is the above listed person your manager?

Yes

No

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