Please read below for an abbreviated workflow of the online form:

1. Submit an online form
   a. Go to [Forms - Georgia State Marketplace (gsu.edu)](gsu.edu)
   b. Click [TouchNet Access Request Form](gsu.edu)
   c. Sign in using your campus id and password
   d. Requestor completes the online form
      i. Add Department Approver email

   ii. Requestor Signatures
      1. Accept & Sign
         a. Click the Submit

2. Approver receives the online form
   a. Email Notification with embedded form link is sent to CFO/CAO/VP (or designee) for approval.
   b. CFO/CAO/VP (or designee) logs in with campus id
      i. Approve
         1. If Approver [Approve & Sign](gsu.edu) and [Submit](gsu.edu), email notification is sent to [rrcs@gsu.edu](mailto:rrcs@gsu.edu) to grant user and permission access
      ii. Decline
         1. If Approver declines and submit, email with embedded form link is re-routed to Requestor with Approver’s comments
         2. Requestor makes corrections, if applicable, and re-submits to CFO/CAO/VP (or designee) for approval
3. RRCS reviews form for final approval
   a. Approve
      i. Email from Office of Revenue, Receivable & Cashiering Services no-reply@sharepointonline.com is sent to Requestor with login information.
   b. Decline
      i. Email from Office of Revenue, Receivable & Cashiering Services no-reply@sharepointonline.com is sent to Requestor or Approver requesting additional information.

Note: TouchNet Access Request Forms must be approved by a CFO/CAO/VP (or designee).