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

1. Submit an online form
   a. Go to https://marketplace.gsu.edu/request-a-site/
   b. Password is **RRCS1913**
   c. Click **TouchNet Access Request Form**
   d. Sign in using your campus id and password
   e. Requestor completes the online form
      i. Add Department Approver email

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** and **Submit**, email notification is sent to 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).*