



University of Pittsburgh
SOX Control Self Assessment
New User Form

Sarbanes Oxley Department

To add a user to the SOX CSA Web Tool, you must provide the following information for each user. If you have a question about completing this form, contact Cheryl Walton at 412-624-4669 or send an email to soxcsa@bc.pitt.edu

User Role (select only one role below):

	Responsibility Center (RC) Fiscal Administrator - The user is responsible for completing the CSA for the entire RC or is responsible for overseeing the completion of CSAs by other users for departments, divisions, or units within the RC.
	Department Fiscal Administrator – The user is responsible for completing the CSA for a specific department, division, or unit within the RC.
	Site Administrator
	Internal Audit Administrator

Responsibility Center Name:	
Responsibility Center Number:	
Department Name:	
Department Number:	
First Name:	
Middle Initial:	
Last Name:	
University E-Mail Address:	
Campus Phone Number:	

To request that a Department Fiscal Administrator account be able to complete assessments for more than one department, list the departments that will be overseen by this account. (Press Tab to add additional rows)

Department Name	Department Number

Return to the SOX Department via e-mail at soxcsa@bc.pitt.edu or interoffice mail to Cheryl Walton at 1714 Cathedral of Learning.

Requester / RC Administrator Name: _____ Date: _____
Please Print

SOX Department Use Only

Activated _____ Updated _____ Deactivated _____