



**University of Pittsburgh  
SOX Control Self Assessment  
New User Form**

**Sarbanes Oxley  
Project Management Department  
B44 Cathedral of Learning**

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 Tony Graham at 412-624-4206 or send an email to [soxcsa@bc.pitt.edu](mailto:soxcsa@bc.pitt.edu)

**User Role (select only one role below):**

	<b>Responsibility Center (RC) Fiscal Administrator</b> - select if 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.		<b>Internal Audit Administrator</b>
	<b>Department Fiscal Administrator</b> - select if the user is responsible for completing the CSA for a specific department, division or unit within the RC.		<b>Site Administrator</b>

Responsibility Center Name:		Date Activated:	Date De-Activated:
Responsibility Center Number:		By:	By:
Department Name:			
Department Number:		Date Modified:	
First Name:		By:	
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 to the table after the existing data entry rows are complete.)

Department Name	Department Number

**Return to the SOX Department via e-mail from the RC Administrator to Tony Graham at [soxcsa@bc.pitt.edu](mailto:soxcsa@bc.pitt.edu). Alternatively, the completed form may be interoffice to Tony Graham at B44 Cathedral of Learning.**

Requester / RC Administrator Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print Name)