



CHECKLIST FOR FACULTY FINANCIAL OFFICER (FFO) / FINANCIAL SERVICES TEAMS (FST) SUPERVISOR CHANGES

	Faculty/Unit must provide Fissecurity.acct@mcgill.ca with the name of the new FFO/FST Supervisor, McGill ID and start date.
	FFO/FST Supervisor must register and complete the Banner and Minerva administration courses (GEN 300, FIS 401, and FIS 430) if not already completed. Go to Minerva> Employee> Training Menu> Financial Services to register for the courses.
	FFO/FST Supervisor must register and complete the FIS 451 – FST Advances and Expense Reports . Go to Minerva> Employee> Training Menu> Financial Services to register for the course.
	FFO/FST Supervisor should refer to the Research Administration Network (RAN) website to review the research related information and must complete and submit the InfoEd Access Request Form – View only available on the Financial Services website.
	FFO/FST Supervisor must complete and submit the Finance Information System (FIS) Authorization Form for fund/org security access available on the Financial Services website.
	If the FFO/FST Supervisor is also a FST Manager, the FST Manager Membership Changes form , must be completed and submitted once <u>all</u> of the courses have been successfully completed available on the Financial Services website.