

## ***Application for Individual Access to Khalix (KLX) – Baylor University***

### **INSTRUCTIONS**

- 1) Please provide your full name.
- 2) Please provide your Baylor University e-mail address. This will determine your KLX User ID.
- 3) Please provide your official job title.
- 4) Please provide your employee ID number. This is not your social security number but the number on your Baylor ID Card.
- 5) Please provide your campus telephone extension. If you are located off the main campus in Waco (e.g. the Nursing School in Dallas), put N/A in the blank. After that, please put down your fax telephone number. If you are located off campus, please put down all 10 digits, not just the extension number.
- 6) Please provide your off campus telephone number if you are not on the main campus in Waco. If you are located on the main campus, and are on the Baylor University telephone exchange, put down N/A.
- 7) Please provide your department name (e.g. Hankamer School Of Business, Accounting Department).
- 8) Write "Yes" beside the features of KLX you will need to access.  
  
View Budget Information: This allows you to run, view, and print financial reports (excludes personnel information).  
  
Input Budget Information during Budget Prep Process: This allows you to input data into KLX during specific times of the budget cycle (excludes personnel information).  
  
View Personnel Information: This allows you to run, view, and print personnel-related reports.  
  
Input Personnel Information during Budget Prep Process: This allows you to input personnel data into KLX during specific times of the budget cycle.
- 9) If you can list someone who has the same access that you need, then you do not have to give an itemized list of the departments.
- 10/11) Please provide your primary seven or nine digit financial department ID code. Also provide any other department ID codes that you need access to. You may attach a sheet of paper instead of filling in the blanks in questions 10) and 11). If you have more departmental ID codes than can fit in the spaces provided, attach a sheet of paper with those additional ID codes.  
**NOTE:** Please note that KLX does not include restricted funds / department IDs. Therefore, you do not have to list any restricted department IDs that you may have access to in TRAX.
- 12) Please sign and date the application.
- 13/14) Please have your Department Head sign and date the application.

**If you have any questions about this form, please call Amber Nava at 710-8610.**

**Once completed, mail application to: ONE BEAR PLACE #97088**

**Or scan/email to [Budget\\_Support@Baylor.edu](mailto:Budget_Support@Baylor.edu).**

## ***Application for Individual Access to KLX - Baylor University***

(Please print all information.)

- 1) Name: \_\_\_\_\_  
Last Name First Name MI
- 2) E-Mail Address: \_\_\_\_\_
- 3) Job Title: \_\_\_\_\_
- 4) Employee ID # (Number on your Baylor ID card): \_\_\_\_\_
- 5) Telephone Extension (at Baylor): \_\_\_\_\_ Fax #: \_\_\_\_\_
- 6) Off-Campus Telephone # (if applicable): \_\_\_\_\_
- 7) Department Name: \_\_\_\_\_

**Budget Office Use Only**  
**Do not write in box.**

Userid: \_\_\_\_\_

Group: \_\_\_\_\_

Setup Date: \_\_\_\_\_

Setup Admin: \_\_\_\_\_

PRD: \_\_\_\_\_

TRN: \_\_\_\_\_

BUD List: \_\_\_\_\_

KLX List: \_\_\_\_\_

- 8) What features of KLX should you be able to access?

KLX Feature	Access (Yes or No)
View Budget Information	
Input Budget Information during Budget Prep Process	
View Personnel Information	
Input Personnel Information during Budget Prep Process	

- 9) Is there someone whose access should mirror yours?  
(If you are taking someone's place, we could use their account as a guide to create yours.)

\_\_\_\_\_

- 10) Department ID (or attach a sheet if necessary): Primary: \_\_\_\_\_

- 11) Additional Dept. IDs: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- 12) Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- 13) Dept. Head (Printed): \_\_\_\_\_

- 14) Dept. Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_