

**DATE:** 11/10/2020

**SUBJECT:** Reminder: Annual RealSource User Reviews Due by COB Friday.

Good morning,

Please be reminded that your annual review of active RealSource users must be completed by COB Friday, November 13th. It is the departmental Approvers' responsibility to ensure temporary, contracted or other active RealSource users who have left the university or no longer require access are inactivated. Further, Approvers should review the active users list to ensure that user roles are appropriate, especially where users have changed departments. For more information about the annual RealSource user review, see the RealSource "Departments Only" website or contact the RealSource HelpDesk.

Thank you, Procurement Services