

## **Instruction for requesting access to the Controller's Report Library**

- Contact the IST Service Center at 732-743-3200 and request access (User ID and Password) to the Controller's Report Library.
- Once your User ID and Password have been established, IST will notify Financial Information System Support to assign you a user role.
- IST will also assign a representative to install an Icon on your desktop.

If you have any questions, contact me at 732-235-9437 or Alexis Rean-Walker at 732-235-9104.

Thank you.

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