

Texas A&M University Division of Finance  
 IMG - 1000 Online Department Statements  
 Mobius/DDRINT Bookkeeper Access Request

For use by 01-TAMUS, 02-TAMU, 10-TAMUG & 26-OSRS ONLY

**Instructions:**

1. Please list your first, middle and last name.
2. Enter your UIN and FAMIS/Canopy ID. A FAMIS/Canopy id is required to use the online statements system.
3. If you want to receive monthly e-mail notification that the statements are available, please be sure to enter you TAMU e-mail address.
4. You must list the 4-5 digit FAMIS/Canopy Department Code that corresponds to the accounts you wish to see .
5. You must also list mail stop for that department.
6. Use the E-mail submit button or save and e-mail the form to: [FMO-FTS@tamu.edu](mailto:FMO-FTS@tamu.edu) to request this access.
7. Access is usually granted with 1-2 weeks after submission.

Name										
UIN										
FAMIS/Canopy user ID										
E-mail Address for report notification										
Campus code Department Code										
Corresponding Department Mail Stop										

**Security Statement**

I understand that I will be violating System Rules and Regulations and State and Federal law if I gain or help others gain unauthorized access to information stored in the Texas A&M University Division of Finance Imaging system. I acknowledge that neither I, nor anyone else, possess the authority to allow anyone to use my I.D. or password. Furthermore, I understand that information I have access to view may be confidential in nature (i.e., social security numbers and payroll information); neither I, nor anyone else, possess the authority to allow me to use this information for non-System purposes. I also understand that if I violate System Regulations and State and Federal laws by gaining or helping others gain unauthorized access to information stored in the Imaging system, I will be subject to disciplinary action and criminal prosecution to the full extent of the law (Chapter 33, Title 7 of the Texas Penal Code).

By logging on to this computer system, I acknowledge my responsibility for strictly adhering to System Regulations and State and Federal laws. I am also aware that penalties exist for unauthorized access, unauthorized use or unauthorized distribution of information from the Imaging system. I further agree not to attempt to circumvent the computer security system by using or attempting to use any transactions, software, files or resources I am not authorized to use.

**Submission of this form constitutes my signature and agreement to abide by all security rules, regulations and policies for the university, the State and other applicable security agencies.**